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ADMINISTRATION

STANDING OPERATING PROCEDURES

THIS PAGE
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ON 26 SEP 1988
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DEPARTMENT OF THE ARMY
UNITED STATES ARMY FIELD STATION KUNIA
Schofield Barracks, Hawaii 96857-5300

Change
No. 1

9 February 1987

UNITED STATES ARMY FIELD STATION KUNIA
ADMINISTRATION STANDING OPERATING PROCEDURES (SOP)

USAFS Kunia Administration Standing Operating Procedures, 2 June 1985, is changed as follows:

1. Remove old pages and insert revised pages as indicated below:

Remove Pages

Insert Pages

2-1 thru 2-11.....2-1 thru 2-11 ✓ *POSTED*

6-1 thru 6-15.....6-1 thru 6-12 ✓ *POSTED*

2. File this change sheet in front of the SOP for reference purposes.

(IAHK-AA)

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DISTRIBUTION:

C
Plus 50 - IAHK-AA
2 - Cdr, INSCOM, ATTN; IASA-AP



REPLY TO
ATTENTION OF

IAHK-AA

DEPARTMENT OF THE ARMY
UNITED STATES ARMY FIELD STATION KUNIA
WAHIAWA, HAWAII 96786-5000

2 June 1986

UNITED STATES ARMY FIELD STATION KUNIA
ADMINISTRATION STANDING OPERATING PROCEDURES (SOP)

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CHAPTER 1
Introduction

1-1. General (SI). This SOP outlines operating policies and procedures within United States Army Field Station Kunia (USAFS Kunia). Proponents for each paragraph are shown in parentheses following the paragraph title.

1-2. Reference Publications, Forms, Acronyms/Abbreviations, and Cross-reference Index (SI). Reference publications are listed at Appendix A. Forms cited in the text are listed at Appendix B. Acronyms/Abbreviations used are identified in the Glossary. The Index contains a listing of cross-referenced material.

1-3. Responsibilities (XO):

a. Principal Staff Officers/Commanders. Principal staff officers/ commanders are responsible for the overall implementation of this document and will give personal and contributing attention to the policies and procedures within.

b. Individuals. All personnel assigned for duty within this command are responsible for becoming thoroughly familiar with the policies and procedures applicable to their activities.

1-4. Use (SI). Users who have further questions regarding a paragraph should contact the staff element responsible for the paragraph. Responsible staff elements are indicated after the paragraph title.

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CHAPTER 2 Commander's Introductory Remarks

2-1. General (Cdr).

a. This SOP is required reading for all personnel assigned or attached to USAFS Kunia and its subordinate elements. It is recommended reading for key personnel in tenant organizations. While all of the information in the SOP pertains to soldiers, much of it also is relevant to sailors, marines, airmen, and civilians (government and contractors) who work at the Field Station.

b. This document and the command letters posted on bulletin boards provide the general framework of policies, procedures and guidelines for the Field Station. My introductory remarks are oriented primarily on soldier-related matters and people-oriented policies. The body of the SOP provides information on topics of common, command-wide interest. More detailed and specific SOPs are published for unit/section operations.

c. For those readers of this document who are new to the command, let me extend you a hearty welcome on behalf of all the men and women of Field Station Kunia. Your assignment to this command will provide you with a challenging experience. You can stand proud in the knowledge that you are working with other professionals in carrying out plans and programs that are vital to the present and future defense of our Nation. For all readers, both newcomers and old-timers, this SOP will assist you in serving as a member of the team. Use it as a point of reference throughout your tour on standard ways of doing business.

d. In-processing at a new unit is often a confusing experience. A tremendous amount of information is passed out in a relatively short time, and much of it tends to be quickly forgotten. This SOP will not answer every question that could arise; rather, it provides guidance on a broad range of subjects to assist in the orderly and efficient integration of new personnel into the command.

2-2. Policies (Cdr):

a. Personal Responsibility. All members of this command are fully responsible for their actions. Since this SOP is intended to assist our soldiers and civilians in fulfilling their obligations, all are encouraged to seek clarification of any policies, procedures or guidelines which are not clear.

b. Open Door. All commanders from company through Field Station will have an open door policy to assist our people in resolving problems. Normally you should seek help from the chain of command/NCO support channels (e.g., squad leader, platoon sergeant, platoon leader, first sergeant, company

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commander, or command sergeant major) before seeing a higher level commander. When a soldier needs to see a commander, appointments should be scheduled if practical. However, commanders will see their soldiers at the earliest opportunity when an emergency or other compelling reason makes it appropriate for a soldier to go directly to his/her commander. A letter on this policy will be posted on command bulletin boards.

c. Promotions. Every soldier in this command will have the opportunity to compete for promotions. Recommendations for promotion to grades E2 through E6 will be submitted through the chain of command starting with the first-line supervisor (e.g., section/squad leader). The recommendations will be based upon duty performance, military knowledge, physical condition, leadership ability, technical knowledge, and eligibility. The company commander is normally the promotion authority for promotions from PV2 through SP4. Battalion Commanders will convene promotion boards for SGTs and SSGs. Commanders at each level of the chain of command may disapprove recommendations, returning them through the chain of command citing the specific reasons for disapproval. Copies of disapprovals will be furnished to the commander one echelon above the disapproving commander for information.

d. Equal Opportunity. This command fully supports the Army Equal Opportunity Program. The chain of command is the primary channel for correcting discriminatory practices and for communications on equal opportunity matters. All supervisors will assure that their people are treated fairly and that personnel actions are based on fitness, capabilities, and job performance. Actions will not be based on race, color, sex, age, national origin, religious or other discriminatory factors. The Field Station has a full time equal opportunity NCO who is responsible for assisting commanders in assuring equal opportunity for all. A letter publishing this policy will be posted on command bulletin boards.

e. Military Conduct and Discipline:

(1) The chain of command extends unbroken from the President of the United States down to the individual soldier. This command channel must accommodate a flow of information from both directions. Commanders and supervisors are responsible for issuing lawful orders to accomplish the command's mission. All soldiers are responsible for obeying and executing lawful orders. Likewise leaders are responsible for assisting our people in their personal and professional development. If a soldier has a problem, the individual who should be in the best position to take corrective action and provide assistance is the immediate supervisor. If this individual can't solve the problem, he/she will direct you to someone who can be of assistance. If you have taken a problem to your leader and he/she has been unable or unwilling to give you assistance, or if the situation is one of such personal sensitivity that you feel uncomfortable in discussing it with your leader, you are strongly encouraged to see your commander. He/she will try to resolve any problem, be it of a military or personal nature, and will support you in reaching fair and proper solutions.

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(2) Military justice will be exercised promptly, fairly and consistently.

(3) Military courtesy, including respect, greetings, and saluting, is fundamental to soldiering. Military courtesy will be extended to personnel of all Services and to foreign military visitors. In addition, as members of the profession of arms, all of us must set the example in respecting the National Anthem and Colors. Proper respect will be shown whether on or off duty, and in or out of uniform.

(4) The senior soldier in any situation is responsible for the actions of his/her fellow soldiers. If a disturbance breaks out, the senior soldier will act promptly to restore order using those means which are necessary and reasonable.

(5) Appearance and Proper Wear of Uniforms (AR 670-1):

(a) Multiple uniforms are currently authorized for wear. Commanders will determine which uniforms should be worn for different duty environments and ensure their soldiers present a neat and soldierly appearance. Each soldier must take pride in himself/herself and meet high appearance standards.

(b) Soldiers should be proud of their decorations and are encouraged to wear them on Class A and B uniforms (note that ribbons/decorations are authorized for wear on Class B uniforms while in Hawaii but not in CONUS).

(c) There are many hairstyles which are acceptable in the Army. All soldiers will keep their hair neat, clean, and within the current standards published in Army regulations.

(d) While appearance is an individual responsibility, all officers, warrant officers and NCOs have an inherent responsibility to make on-the-spot corrections when soldiers or military members of other Services violate uniform policies. In addition, the MPs will assist in correcting uniform violations. Should an occasion arise when an individual fails to conform to applicable uniform regulations, the person noticing the violation should tactfully correct it. Since there are numerous differences among Army, Navy, Air Force and Marine Corps regulations on wear of the uniform, corrections made by members of one Service on personnel from another should normally be limited to obvious violations such as failure to wear a hat when required, or mixing military and civilian clothes.

(e) Unit Insignia. The INSCOM patch is worn by all assigned/attached soldiers on Class A and fatigue uniforms. The USAFS Kunia Crest has been approved by HQDA; however, as of this date, it has not yet been produced. This crest will be worn by all our soldiers when it's available. Until it becomes available, the INSCOM crest will be worn.

(6) Physical Fitness and Weight Control (FM 21-20/AR 600-9):

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(a) All soldiers are responsible for keeping their weight within standards and for meeting physical fitness requirements.

(b) Since the physical and mental demands in today's Army require all soldiers to be in top physical condition, all units will develop physical training (PT) programs. The programs will be based on regular physical training tempered with organized team athletics and education concerning the adverse effects of "lifestyles" involving drugs, alcohol, and careless nutrition habits.

(c) All soldiers will participate in an active PT program. Platoon level, duty section, or individualized programs are authorized, but organized programs directed by commanders will be the norm.

(d) All soldiers exceeding weight standards will be placed on a special, organized PT program. Soldiers with physical profiles will participate in tailored programs within profile limitations.

(e) Group sports are used to supplement organized PT and to develop competitive, cohesive teams accustomed to winning. Teamwork through athletic competition means winning squads and companies. Athletic competition between units is healthy and has served the Army well over many years. Kunia's teams have been extraordinarily successful in external competition with other units as evidenced by the multiple championship trophies earned over the past several years in competition with WESTCOM units. However, it is equally important for us to have internal sports programs that allow the maximum number of soldiers to participate.

(f) Soldiers on individualized PT programs are encouraged to use fitness centers on Schofield Barracks (SB) and in the Sensitive Compartmented Information Facility (SCIF) at Kunia. In addition, participation in running events (e.g., the Honolulu Marathon, the annual 8-mile Aloha Run, and numerous other events) is strongly encouraged.

(g) The level of fitness of soldiers within this command impacts not only upon potential for promotion, but more importantly, upon their overall fitness for life. Accordingly, health related issues have received and will continue to receive special emphasis. Dining facilities will provide a variety of choices which enable members of this command to be selective in determining their diet. A recreational program will be offered which maximizes opportunities for participation. This program will be highlighted by an annual Field Station Olympics which emphasizes participation and introduction of new activities as a means to promote fitness. This command is committed to providing a framework for a healthful lifestyle. Members of this command are encouraged to integrate these opportunities into a personal health and fitness program.

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(7) Indebtedness (AR 600-15). All members of the command are expected to meet their financial obligations. Irresponsibility or evasiveness toward financial obligations will not be tolerated. Violations will subject individuals to judicial and/or administrative action. All personnel are reminded that some loan companies often charge high rates of interest, and that caution should be used before committing oneself to any financial arrangements.

(8) Support of family members. Members of the Army are expected to conduct their personal affairs in an honorable manner, to include providing adequate and continuous support for their legal dependents and fully complying with the terms of divorce/separation agreements and court orders. Failure to do so can result in judicial or administrative action. Soldiers with financial difficulties should seek guidance from the chain of command, which will provide advice and assistance on potential remedies (e.g., Army Emergency Relief).

f. Leave (AR 630-5). Command policy is to provide the opportunity for individuals to take leave during the period they desire in keeping with the number of days accrued and mission requirements. In order to maintain the capability to fulfill mission requirements, the maximum number of personnel who may be on leave at any one time is 15 percent. Regular leave requests should be submitted through the chain of command not less than 10 working days ahead of the time for which the leave is scheduled to start. Requests submitted less than ten days ahead of time will be disapproved if they conflict with duty rosters or mission requirements. I strongly encourage all personnel to take an extended leave (at least 10 consecutive days) each year. Personnel with school-aged children are further encouraged to schedule their leaves to coincide with school breaks (e.g., Christmas vacation, spring break, summer vacation). Extended leaves should be planned and scheduled well in advance to preclude conflicts with duty and training requirements. Bona fide, validated emergency leave requests will always be granted.

g. Vehicle Registration and Traffic Control. All personnel working at Field Station Kunia who own a motor vehicle will register it with the Field Station MPs. A Kunia sticker will be provided for properly registered vehicles. Vehicles with this sticker displayed on the windshield will be authorized access to the Field Station parking lot. Vehicles without a sticker will have to be logged in by the MP at the gate of the compound before access is authorized. Due to limited parking at the Field Station, the MPs will provide specific directions on where to park and/or deny access to the facility when conditions warrant such action. More detailed information on vehicle registration and MP duties and procedures is in the body of this SOP. Of particular emphasis at Kunia are the following:

(1) POVs are not authorized access to the tunnel.

(2) Seat belts are mandatory (just as they are throughout the State of Hawaii).

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(3) Both military and civil traffic codes apply.

(4) A valid driver's license, vehicle registration, and minimum vehicle insurance are mandatory.

(5) Strict observance of local speed limits and designated parking areas is expected of all personnel assigned/attached to this command (Kunia Reg 1-1). Should violations result within the FS Kunia compound (e.g., parking in unauthorized areas, failure to comply with posted signs), an Armed Forces Traffic Ticket (DD Form 1408) will be issued. A copy of the ticket will be forwarded to the individual's commander for action as deemed appropriate. Tickets will not normally be forwarded to Schofield MPs. Tickets issued to repeat violators will be sent to the individual's commander for a formal reply to the Field Station Commander explaining actions to be taken to discourage future violations. Repeat violations will be grounds for suspending driving privileges on the Kunia compound.

h. Crime Prevention. It is a command responsibility to ensure the security for both people and property. For the crime prevention program to be effective, strict compliance by all personnel with the following procedures is necessary:

(1) Notify appropriate authorities (e.g., the CQ, SDO, company commander, or ISG) if you observe (or are aware of) a crime being committed. Notify MPs or civilian authorities as appropriate.

(2) Notify your ISG or commander immediately if you have been robbed or burglarized. Notify MPs or civilian authorities as appropriate.

(3) Secure personal articles of value not carried on your person.

(4) Maintain an up-to-date list of valuables by serial number. You are encouraged to use an engraving tool to mark your belongings.

(5) Immediately inform your supervisor or the SDO of any suspicious activities or persons in the vicinity of the billets or work areas.

(6) Turn over to the ISG or SDO any valuables found unsecured in common use areas along with any information that could be used to locate the owner.

i. Fire Prevention. This is a responsibility that we all share. All personnel must exercise special caution at all times when working around combustibles, to include vehicles or generators powered by combustible fuels. All personnel are responsible for following established safety procedures, knowing the location of the nearest fire extinguishers within their working and living areas, knowing where the nearest fire alarm is located, and knowing how to evacuate the area in accordance with the fire escape plans.

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j. Substance Abuse. Use of illegal drugs and the excessive use of alcohol will not be tolerated. Violators will be promptly and firmly punished. Our mission is too vital and the number of our soldiers too few to allow any lessening of our constant readiness through abuse of drugs or alcohol. We must execute our mission 24 hours a day every day. Consequently, we must combat drug and alcohol abuse at every opportunity, and must act decisively and responsibly to deal with soldiers who have fallen into the drug or alcohol abuse trap. General policies that will be enforced in this command are outlined below (detailed procedures on the command program are in the body of this SOP):

(1) Users of illegal drugs will be considered for elimination from the Army through either administrative or legal action.

(2) Soldiers who fail drug or alcohol rehabilitation programs will be processed for elimination from the Army under provisions of AR 600-85.

(3) An active program to identify substance abusers will be implemented at all levels of command. This will include urinalyses, breathalyzer tests, and searches (to include those assisted by dogs).

(4) Soldiers convicted of driving under the influence (DUI) will receive a letter of reprimand from a general officer. Drivers who refuse to submit to blood-alcohol tests are considered to be DUI under the "implied consent" provisions of the law. General officer letters of reprimand for DUI are subject to filing in official military personnel files (OMPF).

(5) Personnel who recognize they have a drug or alcohol problem are encouraged to seek help. Every effort will be made to assist them in overcoming their problem.

k. Safety. All members of this command are responsible for the safety of our people and the protection of equipment and facilities. Our safety program emphasizes accident prevention and precautions to minimize injuries and damage should accidents occur. The key to accident prevention is remembering that no task is so urgent that it cannot be performed in a safe manner. Your safety is important to you, to me, to your loved ones, and to the Army. We must not let haste, danger, horseplay, recklessness, fatigue, intoxication, drugs, inattention, irritation, illness, or any other factor influence us to disregard safety whether on or off duty. We should:

(1) Never speed in motor vehicles.

(2) Never drive while sleepy, tired (particularly at night), or intoxicated.

(3) Never ride as a passenger in a car operated by an unsafe driver.

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(4) Never swim in water that is not protected by lifeguards.

(5) Never dive into unknown water.

(6) Never lose respect for the ocean.

(7) Never forget that high voltage power can kill. Only trained and authorized maintenance personnel using approved procedures should repair electronic equipment.

1. Gambling, Betting and Lotteries. These types of activities are prohibited at this command. This policy derives from AR 600-50 and laws of the State of Hawaii. It applies to all personnel of all services/agencies. A Field Station Kunia command letter on this subject is posted on command bulletin boards. It provides specific guidance on fund raising. Note that all fund raisers conducted on Field Station property must be approved in advance by the Field Station CSM. Further note that raffles of all types are not permitted.

m. Security. All personnel having a security clearance are responsible for security of classified information. Detailed security procedures are published in this SOP. In addition, a command security letter is posted on bulletin boards. The bottom line in a good security program is making security a state of mind. A good security program exists when all individuals with clearances follow sound security practices and use common sense. Our security program depends on vigilance by all individuals handling, safeguarding and controlling classified information. If we all do our job, security violations can be avoided. Personnel committing security violations will be subject to firm command action to include a letter of reprimand or more stringent disciplinary action under the provisions of the Uniform Code of Military Justice (UCMJ) as the situation warrants. Some key aspects of the security policy that deserve special emphasis are:

(1) All containers removed from the SCIF are subject to search by the MPs with the exception of wallets, purses of wallet size (3x5x8 inches or smaller), properly wrapped and controlled packages carried by an authorized courier, and items carried by senior personnel excused from this policy by the Commander, USAFS Kunia (e.g., visiting Congressmen). If you don't want your gym bag, large purse, etc., searched, don't bring it into the SCIF.

(2) No one is authorized to discuss classified information over nonsecure phones.

(3) No one is authorized to carry classified material from the SCIF unless the material is properly packaged and controlled, and the individual carrying the material is an authorized courier with official orders. This includes "collateral" material handcarried into the SCIF by visitors.

n. Interpersonal Respect and Dignity. All personnel must be treated with basic human dignity and respect. It's never appropriate to belittle or demean others. It's always appropriate to leave an individual's dignity intact, even when that individual is being corrected or counseled for an infraction of the rules. As a norm, people should be addressed by their rank and name, vice only their family name. Treating people with respect fosters an environment that promotes conscientious duty performance, harmony, growth, and high standards of conduct. A subject of particular concern is profanity, which is a form of misconduct having the potential to undermine relationships among people. Since profanity is defined as "debasement by a wrong, unworthy, or vulgar use" and "treating with abuse, irreverence, or contempt," it is inherently wrong and should be avoided. We must permit our people to live and work in environments free from offensive language.

o. Sexual Harassment. A command letter prohibiting sexual harassment will be posted on command bulletin boards. The command policy is that no actions which involve "...influencing, offering to influence, or threatening the career, pay or job of another person, man or woman, in exchange for sexual favors" will be tolerated.

p. Fraternization. The definition of fraternization per AR 600-20 is as follows: "Relationships between service members of different rank which involve (or give the appearance of) partiality, preferential treatment, or the improper use of rank or position for personal gain." Since these relationships are prejudicial to good order, discipline, and morale, they are strictly prohibited. Commanders and supervisors will counsel those involved or take other action as appropriate, whenever relationships between soldiers of different rank: (a) cause actual or perceived partiality or unfairness; (b) involve the improper use of rank or position for personal gain; or (c) can otherwise reasonably be expected to undermine discipline, authority, or morale. A letter on this policy will be posted on command bulletin boards.

q. Tour Extensions. Requests for extensions of tours of duty at USAFS Kunia will be considered on a case-by-case basis. Decisions will be based on: needs of the command, total job performance, record of conduct, the requestor's personal needs, and the best interests of the Army and the requestor's career. We have a critical need for high performers who have valuable experience in USAFS Kunia operational and support functions and, therefore, we encourage extensions. However, even when high performers seek extensions, it is our policy to consider the total needs of the Army. Since careers are enhanced by a degree of variety in assignments, in some cases, particularly among our junior officers and NCOs, the need to move on to the next assignment will be the major criterion in the decision. Requests for FST extensions should be submitted at least one year in advance of established DEROS.

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r. Education. Educational opportunities, both on and off duty, exist for every soldier in the command from Private through Colonel. These opportunities should be viewed as another "combat multiplier." Our mission calls for well-educated and motivated soldiers who understand their equipment, their mission and their orders. As a matter of policy, all soldiers will process through the Army Continuing Education System (ACES) office at Kunia. We will devote resources to education to foster both self-improvement and development of job-related skills.

s. Leadership Development Programs. Leader development is required if we are to maintain sound leadership in the command. Leadership training is included in orientations for newcomers and in our Officer and NCO development programs. In addition, we foster challenging environments where leaders grow and develop by "doing" and are supported by positive feedback and counseling. Junior leaders will be placed in leadership positions, given mission-type orders, appropriately observed, and critiqued. We will foster an environment where there is freedom to make legitimate mistakes.

t. Continuity Files. All command and staff elements will maintain documentation on key events and activities to pass on to their successors. This effort, if done correctly, will greatly assist newcomers, save time and enhance mission performance. All of us must keep good files and talk our successors through them.

u. Sponsorship Program. We will sustain a comprehensive sponsorship program to ensure proper welcome, orientation and integration of all new soldiers into the command. Incoming personnel who believe they were not adequately sponsored should advise their company commanders.

v. Wholesome Off-Duty Activities. Our mission places many demands on our time, but we must not forget that off-duty time is important, too. To provide our soldiers wholesome alternatives for their off-duty time, we encourage participation in cultural events, chapel activities, sporting events, recreational centers, craft shops, libraries, and on-post clubs.

w. Command Climate. I am committed to sustaining an environment in which commanders, staff, and leaders at all levels are mission and soldier-oriented. The soldiers must believe in the importance of their individual and collective tasks and understand how they contribute to mission accomplishment. The leaders of this organization must work hard to cultivate a command climate which will enhance the leadership skills of subordinate officers and NCOs. This climate must also foster discipline, pride, ethical conduct, and advancement of deserving soldiers. Our attitudes and actions must consistently challenge and encourage soldiers and junior leaders to exercise initiative, to learn as they are doing, and to profit from their mistakes. We will work hard to make our soldiers feel wanted and needed in their units. They must understand the threat we face, be highly disciplined, be motivated to be winners,

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and believe that they are truly the best anywhere. They must demonstrate this competence and professionalism by words and deeds on a daily basis.

x. Very Important People (VIP). All members of this command will be considered VIPs who perform a very important role in executing our sensitive and critical mission.

William H. Campbell
WILLIAM H. CAMPBELL
COL, MI
Commanding

CHAPTER 3
Command Group Guidance/Special Staff

3-1. General (Cmd Gp). The purpose of this chapter is to provide information regarding the policies and procedures which fall within the purview of the Field Station Command Group. The intent of this chapter is to provide specific policy guidance on the conduct of various meetings and ceremonies, and to highlight those areas where command emphasis is appropriate.

3-2. Staff Meetings (XO).

a. The Commander's command and staff meeting is held each Wednesday at 0830 hours in Conference Room 3, Bldg 9, FS Kunia. Staff heads and battalion commanders will attend this meeting. In the event that a staff head/subordinate commander is not able to attend, the next senior member of the staff/command will be designated as his representative.

b. -Requests to present or sponsor add-ons to staff meetings must be coordinated with the Executive Officer (XO) not later than 72 hours prior to the presentation. The XO will be informed of the following:

- (1) Topic.
- (2) Estimated duration (not to exceed 15 minutes).
- (3) Name of briefer.

NOTE: Coordinate directly with AVC if audiovisual support is required.

c. The presence of guests or visitors at staff meetings is discouraged. Their attendance requires approval of the staff head/commander and coordination with the XO. Visitors must have a TOP SECRET clearance [REDACTED]
[REDACTED]

d. In the event of last-minute cancellation of a staff meeting, the XO will inform the staff heads/battalion level commanders.

3-3. Award, Promotion, and Retirement Ceremonies (XO).

a. Participation by members of the Command Group in headquarters award, promotion, retirement, or other local ceremonies will be scheduled and coordinated with the XO.

b. The FS Awards NCO will coordinate the time and place for ceremonies performed by the Commander.

c. Ceremonies will take place in Conference Room 4, unless otherwise directed.

d. Dress for honorees will be Class B uniform.

e. The honoree's staff head will insure that:

(1) The honoree's biographical worksheet (figure 3-3) is turned in to the XO NLT 48 hours in advance of the ceremony.

(2) An escort has been assigned to assist with the sign-in and escorting of all uncleared guests.

(3) The honoree and spouse are brought to the office of the presenter 15 minutes before the ceremony for a courtesy call.

(4) Protocol is informed of any unusual circumstances (guests in wheelchairs, high-ranking guests, etc.) in advance of the ceremony.

(5) Personnel assigned to the staff element are informed of the time and location of the ceremony and are encouraged to attend.

f. Figures 3-1 and 3-2 show the appropriate level for ceremonies. Requests of the honoree will always be considered. The figures are only a guide.

g. The Commander designated will maintain control over ceremonies for awards as indicated in Figure 3-1. Awardee may choose whomever he wishes to present the award, but over-all control of the ceremony will remain at the indicated level. All promotion/award ceremonies for E5/E6 should be brought to the attention of the command group, even if the commander may not be attending the ceremony.

3-4. Duty Hours (Cdr):

a. FS Kunia duty hours for straight day workers are 0730 - 1630 (an 8-hour workday), Monday thru Friday, with a 1-hour lunch period between the hours of 1100 - 1300. Staff heads/commanders may establish differing 8-hour shifts for individuals so long as all offices are manned and operational during duty hours. Shift workers on the 8-hour workday will be authorized 40 minutes for lunch in addition to two 10-minute operator reliefs, for a total of one hour in breaks.

b. Rotating work schedule for shift workers. The working schedule will normally be "six days on and two days off," four shifts rotating in a days, swings, and mids sequence. Breaks will be 72 hours after the sixth "day" shift, 48 hours after the sixth "swing" shift, and 72 hours after the sixth "mid" shift. Some soldiers will have their schedule modified to accommodate asymmetrical manning requirements (soldiers will not normally be required to perform more than six duty days in their section without a break).

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3-5. Duty Uniforms (CSM). Duty uniforms will be prescribed by unit commanders or section chiefs. Uniforms will conform to dress regulations IAW AR 670-1. BDU sleeves can be worn up or down except when determined by the commander for formation. When sleeves are rolled up, the camouflage side will be facing to the outside. Personnel are authorized to remove the BDU jacket while in the work area, but full uniform must be worn outside the immediate work area, e.g., dining facility, snack bar, and the vending machine area.

3-6. Police Call (CSM). Police call will be done IAW instructions in USAFS Kunia Reg 420-1. Each individual working in Bldg 9 and A Quad is responsible for contributing to the good order and appearance of the facilities by using proper trash and cigarette receptacles.

3-7. Protocol (Cmd Gp). The protocol section handles any visitor (not assigned or attached to FS Kunia) conducting official business with this station. Specific responsibilities of the protocol section and the visitor's sponsor are discussed below:

a. VIP Visits. VIP visits (GS-16 and above, officers of flag rank, distinguished visitors or those personnel so designated by the Commander) will be handled by the protocol section. All other visitors (GS-15 and below, O6 and below) will be handled by a designated sponsor (sponsors will be assigned by the protocol section with coordination between appropriate offices).

b. Visitor Rosters. Protocol will update visitor rosters on a weekly basis and distribute them to subordinate commanders and staff heads.

c. Protocol will handle hotel and rental car (RAC) reservations and statements of non-availability. Sponsors will contact the SCIF desk to insure the visitor's clearance has been passed prior to the scheduled arrival date.

d. Scheduling of FS Kunia Station Briefing. Protocol will schedule VIP briefings and tours. In the event of a conference room scheduling conflict, distinguished visitors will take precedence over other commitments. Any exception will be personally coordinated with the Commander or the Deputy Commander, FS Kunia. The station briefing will not be given to contractors. Briefings and tours for GS-15 and below will be coordinated by the sponsor.

e. Visitor reports. Visitor reports (if required IAW INSCOM Reg 1-2) will be handled by Protocol. They will be sent out within 24-hours after the visit. Personnel who provide briefings, chair discussions, or escort visitors will provide feedback for inclusion in the visitor reports. [REDACTED] on visitor reports for congressional visitors.

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3-8. The Acting Inspector General (AIG). The AIG is part of the Inspector General Support System. The AIG acts on all requests for assistance from soldiers and civilians to aid in resolution of their problems. Personnel seeking assistance should first utilize their chain of command, as many requests can be resolved at the company level. The Acting Inspector General is located in Bldg 9.

3-9. Chaplain:

a. The FS Kunia Chaplain supervises and conducts religious services and observances, coordinates religious activities within the command and provides pastoral care and counseling to soldiers and family members. The Chaplain will provide area coverage for attached personnel both military and civilian. Personnel desiring counseling should make appointments to see the Chaplain through appropriate channels and/or the Chaplain's office.

b. The Chaplain will be notified of emergency situations (IAW SDNCO SOP). The Chaplain will also be given updated reports of hospital admittances and MP blotter reports involving INSCOM personnel.

c. Regularly scheduled Protestant Services are conducted weekly on Sundays in Bldg 9, Conference Room 4.

d. The Chaplain's office is located in Room 107, Bldg A, West Wing of A Quad, Schofield Barracks. An additional office will be located in Bldg 9 in the near future.

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Presentation of Awards (Military or Civilian)

Award:	Legion of Merit/ Soldier's Medal/ Meritorious Service Medal	Army Commendation Medal	Army Achievement Medal	Civilian Service Pins/Awards
Ceremony Arranged By:				
Cdr	X			X
Bn Cdr		X		
Co Cdr			X	

Figure 3-1

Presentation at Promotion and Retirement Ceremonies

Promotion to/ Retirement at:	By:	Cdr	Bn Cdr	Co Cdr
2LT-COL		X		
WO1-CW4; SFC-SGM/CSM		X		
SGT/SSG			X	
PV2-SP4/CPL				X
Civilian personnel		X		

Figure 3-2

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Promotion: _____
 Award: _____
 C/C: _____
 Retirement: _____
 Other: _____

BIOGRAPHIC WORKSHEET

NAME: _____ RANK/GRADE: _____

PLACE OF BIRTH: _____ DOB: _____ MOS: _____

JOB TITLE: _____

CEREMONY DATE: _____ PLACE: _____ TIME: _____

OTHER AWARDS: _____

STAFF SECTION/ORGANIZATION: _____

LENGTH OF TIME IN PRESENT ASSIGNMENT: _____ YEARS IN SERVICE: _____

PRIOR ASSIGNMENTS: _____

NEXT ASSIGNMENT AND DATE OF DEPARTURE: _____

- personal data -

CIVILIAN SCHOOLS/DEGREES AWARDED: _____

SERVICE SCHOOLS: _____

SPOUSE: _____ CHILDREN: _____

- additional information -

HOBBIES/INTERESTS: _____

REMARKS: _____

FAMILY/FRIENDS ATTENDING CEREMONY: _____

SPECIAL CONSIDERATIONS (VIP GUESTS, HANDICAPPED GUESTS, ETC.): _____

Figure 3-3

CHAPTER 4
Personnel and Administration

4-1. General (S1). To provide information regarding the policies and procedures which fall within the purview of the S1. The intent of this chapter is to provide specific policy guidance when feasible, provide a ready reference to detailed policy guidance which is not contained in this document, and to highlight those areas where command emphasis is appropriate.

4-2. Personnel Management (S1):

a. People Management Program. To assist supervisors in learning how this command provides personnel management systems and services for assigned soldiers, FS Kunia Pam 600-1 has been published. The pamphlet is organized around a life-cycle approach; that is, it has five divisions which generally correspond to the life cycle or time period that a soldier is involved with the field station. These five phases are acquiring soldiers, inprocessing, management systems for assigned soldiers, customer services, and outprocessing. The five divisions are subdivided to explain in detail the management system or service being addressed. In addition, information regarding command programs such as drug and alcohol, weight control, and the equal opportunity program is provided.

b. Officer/Enlisted Evaluation Reports (AR 623-105/623-205):

(1) Personnel actions which involve changes in duty assignments, rating officials, or departure on TDY for a period of 90 days or more will be reported to the Personnel and Administration Center (PAC). Upon notification, the PAC will take appropriate action to initiate the required report. Prompt reporting of these changes is a key factor in establishing suspense dates to allow submission of the reports within the prescribed time frame. The PAC will also interface with MILPO to initiate all other officer/enlisted evaluation reports required, i.e., annual, PCS, and separation (see also paragraph 3-4 below).

(2) Each subordinate battalion level command is responsible for updating rating schemes on a quarterly basis. Rating schemes should be updated as of 1 January, 1 April, 1 July, and 1 October. Rating schemes will be due to PAC by the 15th of the month in which they are updated.

c. Personnel Records - Reporting Procedures. Up-to-date maintenance of personnel records is of utmost importance to DA and to the individual concerned. Personnel records are used extensively in connection with actions relating to a soldier's career. Changes in the status of military personnel which require concurrent changes in the personnel or financial records and submission of efficiency reports will be reported IAW the provisions of this paragraph.

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(1) Commander/principal staff officers will notify the PAC of the following as they occur:

- (a) Change of principal duty.
- (b) Change in duty military occupational specialty (MOS).
- (c) Change in duty title.
- (d) Change of rater.
- (e) Departure of a soldier on TDY for a period of 90 calendar days or more.

(2) Each soldier assigned to this command will notify the duty section, unit, and PAC of the following as they occur:

- (a) Change in home address or emergency address.
- (b) Change in marital status.
- (c) Change in number of dependents.
- (d) Change in phone number.

(3) In reporting an initial assignment to or reporting a change in principal duty, principal staff officers/commanders will insure the job title clearly reflects the nature of the duty to be performed and the degree of responsibility to be exercised, regardless of the TDA position that is occupied.

d. Ombudsman Program. Family members have an official link with the command through the field station ombudsmen. Family members serving as ombudsmen volunteer their time from Tuesday thru Friday from 8:30 a.m. to noon. The volunteers are trained in crisis intervention, counseling, and effective communication. Staff interface is maintained with the Field Station HR/EO.

e. Preparation of Soldiers for Movement. Based upon FS Kunia's mission, our soldiers are subject to being sent on TDY trips. The following measures are to be followed when performing TDY or other official government travel to assure compliance with current DA policy.

(1) In item 16, DD Form 1610, (Remarks section, TDY order). Mention will be made that soldiers will wear two identification tags with metal necklaces whenever traveling on government business whether in uniform or not.

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(2) A current Identification Panographic Radiograph must be in soldier's dental records. Additionally, dental records will not be taken on TDY trips regardless of duration.

f. Sponsorship Program - Military. The sponsorship program will be used to insure that incoming soldiers and their families are made to feel welcome to the command and that upon their arrival they receive every assistance in becoming settled. Detailed sponsorship procedures are contained in Field Station Kunia Pam 600-1.

g. Sponsorship Program - Civilian:

(1) Upon notification from the Civilian Personnel Office (CPO) that selection is official and the candidate accepts, principal staff officers/ commanders will:

(a) Appoint a sponsor for each individual. The sponsor will then perform the following:

- Communicate with each new arrival to insure he is properly advised of geographic and community information, as may be required, in addition to information concerning his duty assignment.

- Meet the new arrival on his first day and provide necessary orientation and introductions.

- Invite the arrival, if eligible, to the next "Hail and Farewell" reception and otherwise perform associated sponsor responsibilities.

(b) Submit the name of the sponsor to the Civilian Personnel Coordinator.

(c) Notify the Resource Management Office (RMO) to obtain a fund cite for the PCS orders.

(2) The Civilian Personnel Coordinator will:

(a) Dispatch an official welcome letter and brochures, as may be appropriate, to the individual.

(b) Coordinate with the sponsor to insure that administrative processing is scheduled and conducted.

h. Inquiries from Outside Agencies for Strength Figures (SI). All requests by outside agencies for FS Kunia strength figures will be directed to that staff element having primary responsibility as set forth below.

- (1) S1 - actual strengths.
- (2) RMO - authorized/approved program strengths.

In addition, each staff element will insure that all strength figures utilized in the development of internal studies and/or for input to outside agency studies are properly coordinated with the appropriate staff element prior to publication or release.

i. Financial Assistance. For all assistance with the servicing Finance and Accounting Office (FAO), soldiers should go to the PAC. Only PAC personnel can make appointments with the FAO. PAC personnel are also available for the fielding of inquiries concerning entitlements.

j. Reenlistment. The Reenlistment office is located in the quarter-deck adjacent to the main entrance. The office hours are 0700-1600, Monday thru Friday. Counseling is conducted either by appointment or on a walk-in basis. Unit reenlistment NCOs will normally schedule appointments. A critical function during in/out processing is to ensure the soldier has received the proper counseling and that the soldier has sufficient service remaining for the tour or for PCS. The Field Station Reenlistment Office provides assistance/information for all matters pertaining to reenlistment, enlistment extensions, Bonus Extensions and Retraining (BEAR) Program, and enlistment/reenlistment bonus program.

k. Equal Employment Opportunity (EEO) Officer. The EEO Officer is responsible for implementation of the EEO program within the command, to include the Federal Women and Hispanic Employment Programs. These programs are conducted under the direction of the Field Station Commander, who retains responsibility and accountability for the EEO Program. The EEO Officer provides program leadership and management to insure equal employment opportunity for all personnel without regard to race, color, national origin, sex, religion, age, or physical handicap. The EEO Officer coordinates EEO complaint processing procedures with the USASCH EEO office. The Chief, Administrative Services Branch (ASB) is the FS Kunia EEO Officer, located in Room M229, Bldg 9.

4-3. Administrative Management (S1):

a. Printing/Copying Services.

(1) Requests for printing services of large project items, card-stock forms, color reproductions, etc., must be submitted on a DD Form 843 (Requisition for Printing and Binding Service). DD Form 843 will be completed IAW its prescribing directive (AR 310-1) with the exception of the "TO:" address block, and blocks 14, 15, and 17, which will be completed by ASB.

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All printing requests will be forwarded to the Printing/Reproduction Control Officer (P/RCO), ASB for approval. The P/RCO acts as the final approval authority for all printing requests to include those that cannot be accomplished by on-site equipment.

(2) Copying will be accomplished by properly trained personnel within each staff element/section. Correspondence containing distribution formulas will be reproduced by DDCC personnel. The NCOIC, ASB is responsible for training all personnel on correct copier utilization. Anyone desiring to reproduce large project items must contact ASB to reserve the copier located in Room M226. Designated hours for reproduction of large projects are from 1100 to 1300.

b. Preparation of Field Station Kunia Administrative Publications. Principal staff officers having primary interest in a publication will:

(1) Prepare a draft of the new or revised publication. Guidance and definitions of command administrative publications are contained in AR 310-2, chapter 4; AR 310-3, chapters 1, 2, and 3; and DA Pam 310-20.

(2) Ensure that the draft publication is carefully reviewed for technical content and format.

(3) Contact ASB to determine essentiality and compatibility with existing publications, unique requirements, publication media, publication number, etc.

(4) Coordinate the draft publication with all concerned. Mandatory coordination is required for:

(a) Publications that contain new or major changes in policy. As with all policy decisions, publications that contain new policy or a major change in current policy will be coordinated with the command group.

(b) Supplements. Draft supplements must be approved by the INSCOM proponent.

(c) Classified publications. Staff elements will coordinate classified draft publications with the Command Security Officer.

(d) Forms. All publications prescribing forms must be coordinated with the Forms Management Officer (ASB).

(5) Coordination will be accomplished through the use of a decision DF (see AR 340-15). The following key points are provided:

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(a) All coordination will be completed before the final draft is submitted to ASB.

(b) Nonconcurrences will be handled as follows: the nonconcurring official will write "nonconcur" and his initials on the decision DF and add an MFR (on a separate sheet of paper) explaining the reasons. An attempt will be made to eliminate disagreements at the action officer level; but if this fails, the head of the originating office will contact the head of the nonconcurring staff element in an attempt to resolve the differences. If this effort also fails, the head of the originating staff element will then submit to the Command Group the consideration of the nonconcurrences. Nonconcurrences will be resolved before submission to ASB.

(6) Submit two copies of the draft publication and the decision DF to ASB who will edit and publish the manuscript.

c. Preparation of Field Station Kunia Forms and Form Letters:

(1) Prior to submitting a request for approval of a form (or a form letter), coordination will be made with the Forms Management Officer, ASB to determine whether there is an appropriate form already available.

(2) Requests for approval of new forms or revisions to existing forms will be submitted on DA Form 1167 (Request for Approval of Form). The originating office will forward to ASB the original and one copy of DA Form 1167, a justification for the form, a draft of the proposed form, and a copy of the publication which prescribes its use. DA Form 1167 will be completed IAW AR 310-1, Chapter 4, with special attention given to blocks 13, 14, and 19.

(a) Block 13. No command-wide form will be approved for printing, reproduction, or issuance unless authorized in a prescribing directive. Any local form required for use by two or more elements of an installation or activity also requires a prescribing directive. However, if the form is to be used by only one element, a prescribing directive is not necessary.

(b) Block 14. Must be complete yet concise. Procedures for use of the form must provide sufficient detail to allow the Forms Management Officer to adequately determine the scope of use and economic necessity for the form.

(c) Block 19. If a form is to be used to collect personal data from an individual, the originating office must conform with the guidance outlined in AR 310-1, para 4-18a(1) and (2) prior to submission of DA Form 1167 to ASB.

d. Micrographics Equipment. Micrographics Management (AR 340-22) is the responsibility of ASB. While the field station currently has limited micrographics equipment on hand, coordination with the Micrographics Management

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Officer (MMO), ASB can be accomplished to determine future requirements. The FS Kynia MMO is located in ASB and the MMO for 1st Ops Bn is the XO, 1st Ops Bn. Micrographics equipment includes viewers, viewer/printers, rotary and planetary cameras, film processors, film duplicators, computer assisted retrieval (CAR) systems, and computer output microfiche (COM).

e. Office Copying Equipment and Responsibilities:

(1) Requests for office copying equipment will be submitted to the Records Manager, ASB IAW AR 340-20 and USAINSCOM Supplement 1. Requesters will use AR 340-20, figure 2-1 (Guide Letter for Copier Equipment Requests), ensuring completion of all appropriate paragraphs.

(2) Principal staff officers/commanders will ensure that responsible individuals are appointed as key operators (principal/alternate) designated to manage and maintain copying equipment. Key operators will:

(a) Take copy meter readings the last day of each month and submit to the Records Manager, ASB. Annotate on the meter reading cards vendor credit for bad copies and/or excessive downtime on rented copiers.

(b) Maintain adequate supplies and provide daily upkeep of equipment, to include notifying the Records Manager when equipment requires service. The Records Manager, ASB is the only individual authorized to contact vendors for repair/service calls.

(c) Ensure that copiers are operated by trained personnel only and implement appropriate controls (noted in AR 340-20, paragraph 3-2) necessary for good management of the equipment.

f. Distribution and Document Control Center (DDCC). Distribution leaving the field station for Bldg 102, Wheeler AFB; A Quad, Schofield Barracks; and other destinations will leave at 0930 and 1430, Monday through Friday. Outgoing distribution/mail must be in DDCC at least 30 minutes prior to departure. ARFCOS is delivered/received at the field station on Tuesdays and Fridays. For shipment of ARFCOS material, users must go through their administrative office for proper document completion at least one day prior to the shipping date. Administrative messages are received from DDCC by a designated individual from each section (twice daily). All outgoing mail will be properly addressed and envelopes will be left unsealed when brought to DDCC. The DDCC is located in Room M225, Bldg 9. Hours of operation are from 0730 - 1630, Monday thru Friday.

g. Command Library. The ASB maintains a reference library of Department of the Army (DA) publications (i.e., ARs, Pams, FMs, etc.) and miscellaneous publications. All publications on file in Room M229 will be available for

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reference only and will not be signed out. Portions of ARs may be reproduced for office use if needed. In addition, there is a microfiche reader/printer available for use with microfiche publications.

h. Resupply of DA Administrative Publications and Blank Forms:

(1) Sub-account holders must submit a DA Form 4569 to obtain DA administrative publications. Requests must include description of publication (AR, Pam, TM, etc.), unit of issue, quantity required, and changes needed.

(2) To obtain blank forms, all sub-account holders must submit a DA Form 17 which will include a description of the form (DA, DD, SF, etc.), and the quantity required. Block 8 of DA Form 17 will include section name and duty phone number.

(3) Sub-account holders must submit a DA Form 17 by the 10th day of each month to insure timely resupply of blank forms.

i. Military Awards and Decorations Program:

(1) Recommendations for awards will be prepared and processed IAW AR 672-5-1, INSCOM Supl 1 to AR 672-5-1. The FS awards NCO (located in Room M229, Bldg 9) administers the Command Awards Program.

(2) Battalion level Commanders have authority to approve the award of AAMs and DACs and have been delegated authority to disapprove ARCOM recommendations.

(3) The following procedures apply in conducting the battalion level awards program:

(a) Approved recommendations for AAMs will be maintained at the battalion level. Requests for orders (RFOs) and certificates for AAMs and DACs will be prepared by the battalion awards clerks.

(b) All recommendations for ARCOM and higher awards will be forwarded through the FS Kunia Awards NCO, ASB to the Field Station Commander. These recommendations will be reviewed by a field station awards board which will make recommendations to the commander.

(c) Feeder statistics for the IA Form 105 will be forwarded to the Awards NCO, ASB NLT 10 days after the end of each quarter.

(4) Presentations of awards to military personnel will be scheduled, coordinated, and completed by the respective unit commanders. Awards will be presented in an appropriate military ceremony or formation. Uniform for personnel to be presented with awards will be determined by unit commanders.

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j. Suggestion Program. Suggestions will be prepared and processed IAW AR 672-20, and FS Kunia supplementation. The Suggestion Program is conducted by the Suggestion Program Coordinator located in ASB, Room M229, Bldg 9.

k. Public Affairs Office (PAO):

(1) PAO actions fall under Army regulations 360-81 and 360-5. The Command Information section publishes the field station newspaper, Kunia Underground News, on a monthly basis. One thousand copies are circulated throughout the field station, ITIC-PAC, and the 125th MI Battalion. Publication date is the first Friday of each month. Deadline for submissions is the third Monday of the month. The PAO regularly contributes to another command information outlet, the INSCOM Journal. Any press releases to such military or civilian publications must be cleared through PAO.

(2) The Public Affairs section monitors the Hometown News Release (HTNR) Program and processes the forms (DD Form 2266) for release to the Hometown News Center, Kelly AFB, Texas. The Public Affairs Officer also handles all media inquiries and should be contacted immediately upon receipt of such a request. The PAO is located in Room M229, Bldg 9.

(3) PAO Inquiries:

(a) The PAO is responsible for answering all public inquiries in reference to Field Station Kunia. All written and telephonic inquiries should be forwarded to the PAO for action.

(b) Requests for information submitted under provisions of the Freedom of Information Act (FOIA)(AR 340-17) are processed under procedures governed by Federal statute. Accordingly, these inquiries will be brought to the immediate attention of the Chief, ASB for processing.

1. Civilian Personnel:

(1) The processing of official correspondence relating to civilian personnel (i.e., SF 52s; performance management standards and appraisals; incentive awards; disciplinary actions; grievances; etc.) will be coordinated through the Chief, ASB.

(2) Time Cards. Time cards for civilian personnel are maintained by designated timekeepers within each section where civilian personnel are employed. Time cards will be certified (signed) by a designated individual and forwarded to ASB by the Thursday prior to the end of each pay period for submission to USASCH Finance and Accounting, Ft Shafter.

(3) The civilian personnel bulletin board is located in the hallway outside of ASB, Room M229, Bldg 9.

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4-4. Legal Services (S1):

a. Appointments can be made with the Legal Assistance Office at Schofield Barracks upon request of the individual. When the legal office does make a legal assistance appointment for the soldier, the 1SG or Cdr will be notified that an appointment was made. The nature of the appointment will not be disclosed without the soldier's consent.

b. Notary Public. USAFS Kunia has notary public services available to all military and civilian members of this organization and their families. The hours of operations are 0730-1630, Monday thru Friday. These services, provided by the legal office, are best obtained by calling in advance to set up an appointment.

4-5. Morale and Welfare (S1):

a. Command Alcohol and Drug Policy. Following are the specific policies and procedures which will be adhered to concerning the Alcohol and Drug Abuse Prevention and Control Program (ADAPCP) at this organization. These policies and procedures are in accordance with Department of the Army and INSCOM directives and are applicable to all members of this command.

(1) The Alcohol and Drug Abuse Prevention Control Program (ADAPCP):

(a) There is no place in this organization for any soldier who abuses alcohol and/or uses drugs. Abuse of alcohol and the use of drugs affects the morale, discipline, health, and safety of the individual, as well as his or her family, friends, and co-workers.

(b) The abuse of alcohol and the possession, distribution or use of illegal drugs by anyone assigned or attached to this command will not be tolerated.

(c) Commanders will interview all soldiers who are suspected or identified as alcohol abusers and refer them, if appropriate, to the Alcohol and Drug Abuse Prevention and Control Program.

(d) Officers and noncommissioned officers who choose to drink will set the example of responsible drinking practices.

(e) The A-Quad coordinator will publish the commander's policies and procedures concerning the quantity of alcoholic beverages authorized in the barracks.

(f) No military personnel on duty shall have a blood alcohol level of .05 percent or above. Any violation of this provision provides a basis for disciplinary actions under the UCMJ and a basis for administrative action, to

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include characterization of discharge. Nothing in this guidance shall be interpreted to mean that impairment does not exist if the blood alcohol level is less than .05 percent. To be in violation of this provision, a soldier must have known or should reasonably have known prior to becoming impaired that he or she had duties to perform.

(g) Nonalcoholic beverages will be made available at all social functions to indicate a clear choice for those who prefer not to drink.

(h) Glamorization of alcohol will not be condoned at any official or unofficial military function.

(2) Field Station Education Policy. Commanders will provide education and training on ADAPCP policy and on effective measures to alleviate problems associated with alcohol and drug abuse.

(a) PV1-SP4/CPL. Education will normally be conducted within 30 days after arrival at FS Kunia and will emphasize, as a minimum, the legal consequences of illegal drug use and alcohol abuse under both the UCMJ and the local laws.

(b) SGT-SGM/CSM/Officers. Education will normally be conducted within 30 days after arrival at FS Kunia and will emphasize, as a minimum, the command-unique elements of the alcohol and drug problem that impact on health, welfare, morale and readiness, and local military and civilian resources.

(3) Biochemical Testing (Urinalysis):

(a) Random tests of soldiers will be conducted by each unit. The goal is to test each soldier at least once per year. The goal for military police is three times per year.

(b) There will be an individual of SFC rank or above present in the immediate testing area for all SFCs and above, and officers.

(c) Commanders may individually direct (commander directed) soldiers to be tested who are suspected of illegal drug use at any time.

(4) Alcohol Breath Measuring Devices (Alco Sensor III).

(a) Commanders will use these devices as identification and screening tools.

(b) If the results of an .05 BAC level are recorded and the commander desires to impose UCMJ action, he/she must direct the soldier to report to either the PMO or Schofield Barracks Medical Clinic (Emergency Room) for testing. Only the result of this testing can be used in disciplinary actions.

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(c) Supervisor/designated representative must accompany soldier to the testing site.

(5) Requests to serve alcoholic beverages during duty hours.

Department of the Army policy prohibits the serving of alcoholic beverages during duty hours to soldiers on duty. However, on unique occasions such as INSCOM Day, exceptions to this policy may be granted by the installation commander. Commander, FS Kunia has been delegated this authority for the FS Kunia compound. The Deputy Installation Commander for Schofield Barracks has this authority for Schofield Barracks. Requests for exceptions to policy should be routed through command channels to Commander, Field Station Kunia at least seven (7) duty days prior to the scheduled event. Written requests must include:

- (a) Organization
- (b) Purpose
- (c) Effective date and duration of dispensing period
- (d) Justification
- (e) POC and phone number

Additionally, the request should clearly address responsibilities for control of alcoholic beverages and procedures for providing necessary transportation for soldiers and family members.

b. Safety. Safety is a command responsibility as well as a personal responsibility of each and every soldier and civilian assigned to Field Station Kunia. This responsibility mandates establishing safe work practices and physical environments. A safety hotline has been established to enable immediate reporting of safety hazards. All accidents/hazardous situations should be reported to the Safety Office. During duty hours the Safety Hotline number is 622-3319; after duty hours, 622-3390. Additionally, there is a Safety Bulletin Board located on the 3d Floor, Bldg 9, directly opposite the SCIF exit. The command safety program is orchestrated within the Office of the S1.

c. Athletics and Recreation Program.

(1) Field Station Kunia personnel participate in a number of recreational programs to include all Army, MACOM, interservice, and installation levels. Additionally, intramural competition is offered in several activities to accommodate rotating shift schedules. This intramural competition culminates in an annual Field Station Kunia olympic competition.

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For information regarding these programs, contact the A&R NCO located at the FS Kunia Recreation Center.

(2) Located in the Kunia recreation area is a tennis court, softball field, outdoor volleyball court with two portable basketball goals, four picnic cabanas, and a children's play area. To reserve the recreation area, unit representatives should contact the Athletics and Recreation NCO. Additionally, two full-sized basketball/volleyball courts are available at A Quad for soldier/authorized family member use. Commander, 1st Ops Bn controls access and use of these facilities.

CHAPTER 5 Security

5-1. General (S2/SSO). This chapter provides information regarding policies and procedures which fall within the responsibilities of the S2 and SSO.

5-2. Security Clearance/SCI Access (S2). Many FS Kunia personnel must possess a TOP SECRET clearance based on a Special Background Investigation (SBI) and be eligible for Sensitive Compartmented Information (SCI) access. All personnel are required to be processed for the appropriate clearance and access through the FS Kunia S2/SSO offices. Supervisors are also responsible to ensure that nomination actions for SCI access are initiated through the appropriate security manager. The security manager will forward the nomination through the S2 to the SSO. The SSO will forward the nominations to the Personnel Central Clearance Facility (PCCF). After receiving favorable indoctrination authority from PCCF, the individual is indoctrinated for SCI access. Newly indoctrinated personnel are reindoctrinated after the first six months; all cleared personnel are reindoctrinated every two years thereafter. All supervisors are responsible for insuring that any credible information of a possible derogatory nature on soldiers is brought to the attention of the chain of command and the Field Station S2. For additional details, refer to AR 604-5, TB 380-35, and FS Kunia supplementing instructions.

5-3. Safeguarding Classified Information (S2). IAW AR 380-5 and AR 380-35, all FS Kunia personnel are responsible for the proper safeguarding of classified information. All personnel must be familiar with the current security procedures at FS Kunia. Special command emphasis will be placed on the need-to-know criteria. It is the responsibility of all individuals with access to sensitive information to use good judgment and discretion to ensure that uncleared personnel are not given access to classified/sensitive information. Supervisors are responsible for enforcing security practices in daily operations and for reporting practices dangerous to security. For more details, see AR 380-5 and AR 380-35 and FS Kunia supplementing instructions.

5-4. Classified/Unclassified Trash Disposal (S2). Unclassified trash will be placed in clear plastic bags, marked with the date, printed name, duty section, and signature of an E6 or higher, and taken to the designated trash collection point located outside the tunnel complex. All classified paper trash will be placed in burn bags. All other classified trash (typewriter ribbons, magnetic tape, slides, or miscellaneous film material) will be placed in a separate bag and marked "SPECIAL BURN." Classified burn bags will be marked with the date, printed name, duty section and phone number. Classified burn bags (to include SPECIAL BURN bags) will be taken to the collection point (1st floor) each day. (Kunia Regulation 380-5).

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5-5. Visitor/Escort Procedures (S2). All personnel entering the FS Kunia SCIF must be verified for security access by the SSO or escorted by a responsible individual with appropriate access. All FS Kunia personnel will be familiar with visitor/escort requirements for the facility. Family members will not be allowed into the SCIF on a routine basis. Periodic exceptions to policy for justifiable official reasons may be requested through the SSO. Requests for family member access to the SCIF will be considered on a case-by-case basis. Entrance to non-SCIF portions of the Kunia complex must be coordinated in advance with the S2. Access rosters must be updated on a quarterly basis and provided to S2.

5-6. Key Control/Crime Prevention (S2). All personnel at FS Kunia are responsible for Key Control and Crime Prevention procedures appropriate for their work areas. All personnel will be knowledgeable of the appropriate key control/crime prevention procedures. It is the responsibility of all individuals to report any criminal or questionable activity to the Field Station S2 through their chain of command. (AR 190-13 and AR 190-31).

5-7. Exit Searches for Items Leaving the SCIF (S2). All equipment, hand-carried items such as briefcases, hand bags larger than a wallet (i.e., 8" x 5" x 3"), and gym bags will be searched. Equipment leaving the SCIF either permanently or temporarily must also be searched by one of the following offices and a DA Form 1818, Individual Property Pass, must be obtained from the SSO office:

- a. ADPSSO - Computer equipment. (Room M212)
- b. SSO - Personal property (i.e., coffee pot, camera without film, vacuum cleaner). (Room M-210)
- c. All office furniture and equipment (to include cabinets and security containers) leaving the SCIF for any reason will be physically inspected by an E6 or above from the section/activity signed for the furniture or equipment. Individuals conducting the inspections will then certify (using DA Form 1818) that absolutely no material, to include classified defense material, is contained therein. This form will be affixed to each piece of furniture/equipment inspected and will be retained by the Property Book Office (PBO) Security Manager.
- d. Upon turn-in of security containers, combinations must be reset to 50-25-50.

5-8. Classified Courier Orders (S2):

- a. The escort/hand carry of classified defense material between this command and other activities located on the island of Oahu will be accomplished

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only by authorized and appointed couriers. The appointment of couriers, with supporting justification, will be forwarded through S2 to S1. Couriers for sensitive compartmented information will be appointed and briefed on their duties by the command SSO.

b. Requests for the appointment of couriers for classified defense material off the island of Oahu, regardless of mode of travel or destination, will be forwarded to the S2 IAW Section 3, Chapter VIII, AR 380-5, as supplemented, NLT seven days prior to travel. The hand carrying of classified defense material off the island of Oahu is strongly discouraged. Every effort will be made to forward classified defense material to off-island locations via Armed Forces Courier Service (ARFCOS) or other approved means as specified in Section 1, Chapter VIII, AR 380-5. If SCI courier orders for off island are required, orders must be requested from the SSO NLT eight days prior to travel. The SSO will forward the request to SSG, INSCOM NLT seven days prior to travel to obtain approval/disapproval.

5-9. Security Containers (S2):

a. Each office/section will designate one security container as a master container and the combinations to all other security containers for that office/section will be stored therein. Only the combination to the master container will be forwarded to the SSO for safekeeping.

b. Security managers should insure that the changing of combinations will be accomplished only by trained personnel. S2 will provide training. In emergency situations additional assistance will be provided.

c. Lockouts will be immediately reported to the S2 section. If assistance is required by a locksmith, the S2 will effect the necessary coordination.

5-10. Communications Security (S2):

a. As members of the intelligence community, our personnel must be aware of the vulnerabilities of the nonsecure, or "black," telephone. Do not discuss classified information on nonsecure telephones. Official DoD telephones are subject to monitoring for communications security purposes at all times. Use of official DoD telephones constitutes consent to communications security telephone monitoring.

b. There are many ways to increase communications security awareness thereby decreasing our vulnerabilities; some are listed below:

(1) "Secure" phones are the primary means of communication within Bldg 9 and with HQ INSCOM and NSA/CSS. Black phones will only be used when grey phone service is not available.

(2) Don't talk around classified information on nonsecure phones. If the topic is classified, use secure means, i.e., secure phones.

(3) Essential Elements of Friendly Information (EEFI) have been developed by the OPSEC officer (S3) for FS Kunia. These EEFI are constant reminders of the type of classified/sensitive information that must be protected. All personnel should become acquainted with the current EEFI and avoid discussing them on the phone.

(4) When using nonsecure phones, keep your conversation short, use notes, and stick to your topic.

(5) Make sure the telephone receiver is seated firmly in the cradle when the call is completed. Also, ensure all hold buttons are up. Do not tape or clamp buttons down. This constitutes a practice dangerous to security.

(6) If communication security violations or practices that are dangerous to security are noted, report them immediately to your supervisor or security manager.

5-11. Travel Security Policy (S2). Detailed guidance regarding command security policy is provided to each TDY traveler upon embarking on TDY. Key points provided within this policy are:

- a. All soldiers performing TDY to OCONUS locations will report to the S2 for a counter-terrorism briefing.
- b. TDY through or to terrorist threatened areas will be conducted only if deemed mission essential.
- c. Unofficial travel to terrorist-threatened areas is strongly discouraged.
- d. U.S. facilities will be used for billeting and other requirements, as well as the use of Military Airlift Command (MAC) flights for travel whenever possible.
- e. If travel by an SCI-indoctrinated individual is to a restricted area, SSO approval and an SSO travel briefing will also be obtained. The SSO maintains a list of areas which are restricted.

5-12. Sensitive Compartmented Information Facility (SCIF) Security (SSO). The SSO establishes command policy for SCIF security in coordination with the S2. The SSO conducts inspections of the SCIF, investigates security violations for possible compromise of SCI as a result of carelessness or administrative error, and governs construction of the SCIF for physical security. The SSO participates in all new construction planned for the SCIF to insure criteria is met for SCIF accreditation.

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5-13. Billet Management (SSO). An individual requiring access to SCI to do his/her job must be established in a specific position called a billet. The SSO billet manager manages all billets for FS Kunia. Billets will be requested by the section security managers through the S2 to the SSO 30 days prior to being needed. As job titles or job descriptions change, the section security manager will notify the SSO to ensure maintenance of an accurate billet roster.

5-14. Badge Access (SSO). FS Kunia personnel receive a permanent badge after being indoctrinated. While in the SCIF, this badge is to be worn on the person, above the waist. Once outside the SCIF, this badge should be safeguarded so as not to be lost or misplaced, and should not be visible outside the SCIF at any time. During periods of TDY or extended leave, storage and safekeeping of the badge is the responsibility of the bearer. An individual must require SCIF access twice a week over a sustained period of time to be assigned a permanent badge.

5-15. Privacy Communications Act (Eyes Only/Personal For)(SSO). SSO closely monitors this communication support for the commander to ensure timely delivery and transmission of message(s), following appropriate procedures found in AR 380-38, and strict control.

5-16. SCI Clearance Passage (SSO). The SSO will pass SCI clearances to the station where a traveler will be TDY. The traveler will complete HWA Form 14-R (Clearance Passing Slip) listing the activities to be visited and clearances required and give it to the SSO at least seven days prior to travel. The SSO will return HWA Form 14-R to the traveler, including the date-time group of the clearance passing message, after completion of the action. The traveler will take the date-time group of the clearance passing message along to help verify the clearance level possessed if difficulty occurs at the visited activity.

5-17. Armed Forces Courier Service (ARFCOS) (SSO). To ensure SCI materials are adequately protected against the possibility of hijacking, unauthorized viewing, loss, or other forms of compromise during transportation, ARFCOS is utilized and handled by the Document Distribution Control Center. SSO ensures this station follows correct procedures.

5-18. Document Control (SSO). The DDCC serves as the focal point for receipt, control and accountability of SCI material. The SSO ensures adequate control through advice and periodic inspections.

5-19. Red Badge Policy (SSO). The intent of allowing uncleared (red badge) personnel into the SCIF is to allow people such as facility engineer workers, telephone installers/repairmen, typewriter repairmen, alarm maintenance personnel, safety inspectors, fire inspectors, etc., escorted access for a

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short period of time. When an uncleared person is in the SCIF the area is to be sanitized, all classified either put away (out of sight) or covered so documents cannot be viewed by the uncleared person. Classified conversations will cease until the uncleared personnel have departed the area. The policy is not to allow uncleared personnel, assigned to a unit/office who may be awaiting clearance, unrestricted access to an area within a SCIF, for any period of time. Exception to this for short periods, i.e., an hour or so, is at the discretion of the local SSO Commander.

5-20. Nondisclosure Areas (SSO). Hallways and restrooms located inside the SCIF are nondisclosure areas. Classified material will not be discussed in these areas.

5-21. Access to Non-SCIF Areas at Kunia (S2):

a. Access to Kunia non-SCIF areas will be granted to those individuals listed on the access card/roster files. All others must possess a need for access and be signed in on the visitor register (IAHK Fm 56). Access card/roster files must be updated on a quarterly basis and provided to the S2 office.

b. Permanently assigned/attached personnel must show proper identification at Guard Post 2 (tunnel gate), before entering the tunnel entrance.

c. Requests for family member access to non-SCIF areas will be considered on a case-by-case basis and must be coordinated in advance with S2.

d. Visitors claiming to have access who are not listed in the access file will be denied access until verification for access can be determined.

5-22. Vehicle Registration (MP):

a. General. All personnel assigned to Field Station Kunia, military or civilian, must register their privately owned vehicle with the Kunia Military Police. Non-registered vehicles will be signed in or denied access.

b. Hours of Operation. The Kunia Military Police Vehicle Registration Desk is open from 0730-1630 hours, Monday thru Friday.

c. Vehicle Registration Requirements. Vehicle registration, proof of insurance (No-fault card), safety inspection sheet, and driver's license are needed to register the vehicle. Temporary registrations (30 days in duration) will be issued for vehicles that are missing any of the previously listed information, or for loaner/rental cars and island residents with temporary duty at Field Station Kunia.

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d. Kunia Decals. Special decals designed for Kunia will be placed either on the top center of the windshield or the bumper of the driver's side of the vehicle.

e. Decal Removal. Kunia decals must be removed from the vehicle prior to the vehicle being shipped off-island or sold. Kunia decals are not transferable from one owner to another. When removed, the used decal will be turned in to the Kunia Military Police.

5-23. Armed Forces Traffic Ticket (DD Form 1408) (MP):

a. General. The Military Police have the primary responsibility for ensuring that traffic laws (AR 190-5 (OPNAVINST 11200-5B, AFR 125-14, and MCO 5110.1B) and USAFS Kunia Regulation 1-1 (Parking)) affecting the Field Station are enforced. Individuals who are in violation of traffic laws, or any of the previously listed regulations, will be issued an Armed Forces Traffic Ticket (DD Form 1408).

b. Processing of DD Form 1408. All DD Forms 1408 will be prepared IAW FM 19-10.

(1) The original (white) copy will be forwarded through command channels and administratively processed IAW AR 190-5.

(2) The 2d (yellow) copy will be maintained by the USAFS Kunia Military Police office.

(3) The 3d (pink) copy will be given to the violator. In unattended vehicle violations, the 3d copy will be placed under the windshield wiper of the vehicle, or otherwise conspicuously affixed to the vehicle.

(4) After the original copy has been administratively processed by the commander, it will be forwarded to the USAFS Kunia Military Police office for filing with the 2d copy.

(5) All DD Forms 1408 written for state violations (i.e., expired registration, safety inspection sticker) will be forwarded to the Schofield Barracks Military Police for processing.

5-24. One-Time Access (SSO). One-time access will be used to create a billet which is required for 90 days or less. One-time access is normally used for people who have a need to know SCI for a short time and meet all other requirements for SCI access, but do not currently have SCI access. Examples include instructors, IMAs and TDY travelers. A DF requesting one-time access will be sent with justification from the section security manager through the S2 to arrive at the SSO NLT seven days prior to the date required.

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5-25. Transfer-in-Status (SSO). Transfer-in-Status (T-I-S) allows an individual to PCS from one command to another without being debriefed and reindoctrinated for SCI access when SCI access is required at both the losing and gaining commands. The procedure requires the gaining command to request T-I-S from the losing command. The section security manager will request T-I-S through the S2 to the SSO in time so that the SSO request will take place before the incoming person departs the losing command.

CHAPTER 6
Travel

6-1. Responsibilities (RMD):

a. Heads of staff elements/commanders are responsible for the following:

(1) Ensuring that the purpose for which the travel is to be performed cannot be accomplished by correspondence or other means.

(2) Coordinating proposed travel with other staff elements when appropriate.

(3) Ensuring that proposed travel conforms with existing policy and that travel requests are prepared IAW the contents of this chapter.

(4) Ensuring certification of traveler's security clearance. A request listing activities to be visited, POCs, and required clearances will be prepared and forwarded to the SSO for approval and release.

(5) Enforcing economy in modes of transportation authorized and used.

(6) Developing travel plans IAW guidance and dollar restraints provided by the Resource Management Office (RMO).

(7) Ascertaining whether assigned personnel have the correct passports and visas in their possession.

(8) Ensuring that passports are current and valid.

(9) Ensuring that military personnel are aware of HQDA requirement for soldiers to wear ID tags at all times while traveling on government business (whether in uniform or civilian clothes) and while traveling to or through terrorist areas.

b. The RMD is responsible for the following:

(1) Establishing travel ceilings.

(2) Reviewing the status of the TDY program at the mid-year review, end of the third quarter, and as otherwise required for identifying necessary adjustments.

(3) Monitoring TDY orders for compliance with provisions of Joint Travel Regulations (JTR).

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(4) Certifying the availability of funds on travel requests using OMA funds.

c. The SI is responsible for authenticating DD Form 1610 and assigning the travel order number.

6-2. Policy (RMO):

a. TDY visits will be arranged with a minimum requirement on equipment, facilities, and services of the host unit/installation.

b. TDY visits will not normally exceed 30 consecutive days (with the exception of attendance at courses of instruction). Requests for over 30 days must be approved by the commander.

c. Transportation used for TDY travel will be the least costly service available which will permit satisfactory accomplishment of the mission.

d. TDY for the purpose of training military personnel will be coordinated with and approved by P&T (S3).

e. Soldiers performing official travel are encouraged to participate in airline promotional programs to earn credit toward reduced fare tickets. All credits earned must be applied toward subsequent official travel, and may not be used for personal travel. Seat upgrades may be used for official travel. Any promotional gift received by an official traveler must be turned in to RMO on completion of travel. On PCS, soldiers will provide the RMO with a statement of mileage credits accrued on official travel while assigned to FS Kunia.

f. TDY travel for training of civilian personnel will be coordinated with the Training Coordinator, CPOH, Ft Shafter.

g. All military personnel on TDY at or near a military installation will use government quarters. Military personnel will also use available messing facilities. A statement of nonavailability will be obtained when quarters and/or messing facilities are not available.

h. Members in a TDY status will personally pay for all official commercial telephone calls (including toll calls) and include the claim for reimbursement in the travel voucher submitted after the completion of travel. U.S. Government telephone service such as AUTOVON, Wide Area Telecommunications Service (WATS), or Federal Telecommunications Service (FTS) should be used when available unless the use of such service would adversely affect the mission. Travel vouchers containing reimbursement claims for official calls must be approved by the RMO.

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1. In those rare instances when it is deemed necessary to hand carry classified materials to or from a TDY destination, advance coordination will be conducted through the S2 in sufficient time to obtain approval with the SSO. As a minimum, five days advance notice is required. See USAINSCOM Memo 380-5, paragraph 9-8, for details.

6-3. Approval of Travel (S1). See Standing Operating Procedure on Resource Management, Part II, Chapter 2.

6-4. Control of Funds (RMO):

a. The RMO is responsible for the administrative control of appropriated funds allotted to FS Kunia.

b. All DD Forms 1610 citing FS Kunia funds will be signed by the RMO officer or the designated fund certifying official prior to authentication by the S1.

c. Fund cites issued by DA Form 2496, message, or other correspondence to other commands and activities will be coordinated with the RMO prior to release. No fund cites will be issued by telephone unless necessitated by emergency; in which case, the verbal fund cite will be followed up in writing and coordinated as indicated above.

6-5. Sign In/Sign Out (S1):

a. Military personnel are required by AR 210-10 to sign in/out at the start and completion of TDY travel. USAFS Kunia personnel are required to sign in/out at A-Quad using DA Form 647 (Personnel Register). When that is not possible, DA Form 647-1 (Personnel Register) is authorized, if accompanied by a copy of the DD Form 1610. In either case, signing in/out must be done prior to the first day of TDY travel or return to permanent duty. Telephonic notification is not acceptable.

b. Military personnel whose period of TDY is expected to exceed 90 days will report to the PAC prior to departure to insure the appropriate officer evaluation report/enlisted evaluation report (OER/EER) is initiated. Officer personnel should receive a "DEPART TDY" evaluation and enlisted personnel should receive a "CHANGE OF RATER" evaluation if minimum rating periods are met. In addition, officers who will be attending a course of instruction for which an academic report will be rendered, regardless whether or not the TDY period exceeds 90 days, must receive the "DEPART TDY" report. All personnel must also obtain reproductions of their personnel qualification record (DA Form 2-1 (Personnel Qualification Record - Part II), or the Officer Record Brief (ORB)) for use by their gaining activity.

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6-6. Notification to Families (S1). TDY personnel will not request in messages that information be relayed to their families. Necessary action will be taken by the designated representatives of the staff element of assignment to ensure that pertinent details are relayed to families concerned.

6-7. Briefing of Heads of Staff Elements/Commanders (DCdr). Upon return to USAFS Kunia, the individual or the senior member of the party will brief the head of his staff element/commander on the findings of the visit.

6-8. Reports (DCdr):

a. Upon conclusion of the above briefing, a written summary report of TDY travel, IAHK Form 89 (Figure 6-1) will be prepared and submitted to the head of the staff element/commander.

b. Reports will include all significant items pertinent to the visit. Necessary staff coordination will be made.

6-9. Conference Travel (S3):

a. Requests for military personnel to attend meetings of technical, scientific, professional or similar non-governmental organizations, as prescribed in AR 1-211, will be submitted on DA Form 2496 to P&T (S3) for review of career beneficiality and tuition/registration fee assistance. Travel requests should be forwarded to P&T (S3) at least seven weeks before travel.

b. Requests for conference travel in relation to training for civilian personnel, as prescribed in paragraph C-4500, Vol II, JTR, should be forwarded to the Training Coordinator, CPOH, Ft Shafter at least seven weeks prior to commencement of travel.

6-10. Passports (S1):

a. Civilian personnel traveling to countries requiring passports and/or visas will contact CPOH, Ft Shafter. Military personnel will contact the MILPO, Ft Shafter.

b. A birth certificate bearing a raised seal, expired/tourist passport or other proof of U.S. citizenship is required in order to obtain a passport for all enlisted and civilian personnel and for those officers whose citizenship was obtained by other than birth in the U.S. or in a foreign country of parents who were U.S. citizens. Passports issued for the purpose of official travel will not be used for personal travel. (Provisions of AR 600-290 apply.)

c. Information on tourist passports can be obtained by contacting the State Department directly with specific questions. The S1 is not responsible for providing information regarding personal travel, but will assist soldiers in obtaining tourist passports when required for official business.

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6-11. Notification Procedures (DCdr): When the visit under consideration has been initiated by FS Kunia, the affected staff element/command will:

- a. Dispatch a visit notification message (Figure 6-2).
- b. On unit concurrence, prepare appropriate request for travel clearance. (Also see paragraph 6-13).
- c. Prepare and process the DD Form 1610 through RMO and S1. (Also see paragraph 6-16).
- d. Arrange authorized travel accommodations.

6-12. Travel Clearance Requirement for OCONUS Visits (DCdr):

- a. Travel clearance is required for all visits to OCONUS command/agencies.
- b. Requests are required 45 days in advance of travel commencement.
- c. Requests not meeting the 45 day suspense require DCdr approval prior to release. Justification for late requests will be included in the last paragraph of the travel clearance message. Only those visits that have been precipitated by an invitation or by a compelling operational requirement will be approved.
- d. Requests for travel clearance must be prepared on DD Form 173 (Joint Message Form).
- e. When TDY visits are to non-USAINSCOM elements, the staff element initiating travel will obtain authority from the command to be visited prior to processing clearance and travel requests.
- f. OCONUS travelers will process through the S2 prior to departure (see para 5-11).

6-13. Travel Authorization (S1): Requests for travel authorization will be initiated on DD Form 1610 for all personnel. Except in cases of emergency, requests for travel will be initiated in time to reach the RMO five work days in advance of proposed departure date. Preparation guidance is contained in AR 310-10. TDY orders will not be processed on a "while you wait" basis, unless the traveler is departing within 48 hours.

6-14. Amendments, Rescissions, and Revocations (S1): Requests for an amendment, rescission, and/or revocation of a travel authorization will be submitted on DD Form 1610. Blocks 1 thru 7, 10b, 17, and 18 will be completed

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by the initiator with blocks 20 thru 22 being completed and authenticated by the SI. Justification for the change will be cited in block 16. Coordination will be the same as that given the original order. Explanations of the above are as follows:

a. Amendments. Amendments are issued when any portion of the TDY has to be altered, i.e., deletions/additions. (NOTE: Travel time may fluctuate by 100 percent or seven days, whichever is less, without an amendment.)

b. Revocations. Revocations are issued when the traveler's TDY is cancelled for any reason. The original TDY order must be revoked and processed as stated above.

6-15. Completion of DD Form 1610 (RMO). At FS Kunia the office of origin will complete blocks 1 thru 7, or 9 thru 18. The RMO will enter the appropriate fiscal citation in block 19. Requests citing OMA funds must contain the signature of the RMO in block 19. Block 17 will be signed by the requestor. Block 18 will be signed by the head of the staff element/commander or his designated representative. TDY travel of military personnel to attend training will be approved by P&T. Items not specifically identified in AR 310-10 or in the following subparagraphs are considered self-explanatory.

a. Block 8. This block will be left blank.

b. Block 15. Enter "MAX" if travel advance is desired.

c. Block 16.

(1) Mandatory remarks in this block are:

(a) "Government quarters and mess will be used if available."

(b) "Traveler is required to submit a request for reimbursement within five days after travel. Receipts for lodging are required regardless of cost."

(c) "Soldiers will wear two identification tags with metal necklaces whenever traveling on government business."

(d) "Emergency notification: (unit address and telephone number)."

(e) "Reimbursement for registration fees is authorized."

(2) Examples of special authorization entries, if applicable, are:

(a) "Hire of special conveyance authorized UP paragraph (M-4405, Vol I, JTR (military) or C-2101-2, Vol II, JTR (civilians))." (A special conveyance is any method of transportation other than common carrier, government

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conveyance, or privately owned conveyance, which requires specific authorization or approval for the use thereof. This includes a commercial rental car, but does not include use of taxis for in and around travel.)

(b) "Reimbursement for travel in and around TDY point authorized UP paragraph M-4415/C2102-1, JTR." (Authorizes use of taxi, common carrier or privately owned vehicle (POV) for transportation from place of lodging and place of business and place where meals are provided.)

d. Military travelers are responsible for signing in/out of TDY station and home station (see paragraph 6-5).

e. Information concerning the courier of classified material will not be indicated on the DD Form 1610. Courier authorization will be issued IAW USAINSCOM Memo 380-5.

f. Reference will not be made to leave in conjunction with TDY orders (IAW AR 630-5, paragraph 7-1a).

g. Errors. When typographical errors are made, the invalid information will be deleted by "X-ing"; and the correct data will be entered immediately thereafter. All deletions/changes/corrections will be initialed by the requesting official (block 17). The use of self-adhesive correction tape and/or liquid typing fluid on the DD Form 1610 is prohibited.

6-16. Invitational Travel Orders (SI). Invitational travel orders are issued to persons who are not Federal Government employees or members of the uniformed services when they are acting in a capacity that is directly related to, or in connection with, official activities of the Department of Defense. Invitational travel orders will be issued by the SI upon receipt of a DD Form 1610 completed IAW paragraph 16 above. Block 7 of the DD Form 1610 will reflect "Invitational travel orders."

6-17. Requests for Advance of Funds (RMO). See Standing Operating Procedure on Resource Management, Part II, Chapter 5.

6-18. Submission of Travel Voucher/Subvoucher (DD Form 1351-2) (RMO). See Standing Operating Procedure on Resource Management, Part II, Chapter 6.

6-19. Reimbursement of Expenses (RMO). See Standing Operating Procedure on Resource Management, Part II, para 6-7.

6-20. Reimbursement for Travel Within and Around TDY Station (RMO). This paragraph encompasses travel performed within and around a station at which the individual has been placed in a TDY status.

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a. Reimbursement for travel will be authorized only when Government transportation is:

(1) Not available or is inadequate.

(2) Available, but official determination is made that commercial transportation will be more advantageous to the Government.

b. Conditions for which reimbursement will be authorized are as follows:

(1) Travel from first point of duty to second or subsequent point.

(2) Travel from last point of duty back to first point, if necessary to return.

(3) To transport bulky, scientific, fragile, or valuable equipment or exhibits; equipment which is precluded by law from being transported by public surface carrier; and/or classified documents.

(4) In the case of civilian travel between place of lodging and place of business, travel orders or reimbursement voucher will include a statement justifying reimbursement for such travel.

c. Payment for travel will be included on the same travel voucher used to pay TDY allowances.

d. The approving official for the travel voucher used to pay TDY allowances will also approve reimbursement for travel within and around TDY station. It is the approving official's duty to examine all items submitted for reimbursement and determine that they are valid items IAW applicable directives (AR 37-106 and JTR).

6-21. Travel Within and Around Permanent Duty Station (RMO):

a. Travel performed on a day-to-day basis on the island of Oahu will be considered as travel within and around the permanent duty station. This policy will not include travel which requires the individual to be placed in a TDY status.

b. Personnel requiring transportation between FS Kunia and other locations within and around the island of Oahu for official business must notify the Support Detachment Transportation NCO to arrange for government transportation if it is available. If government transportation is not available, IA(HQ) Form 11 (Request for Travel In and Around Permanent Duty Station) (Figure 6-3) will be prepared in triplicate. The request will be approved by the head of the staff element/commander, or their authorized representatives and forwarded to the RMO for fund certification. As a minimum, the request will explain the

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purpose of the travel and will contain a reference to the telephone conversation with the Support Detachment Transportation NCO who stated government transportation was not available. It is emphasized that these requests will contain a full explanation as to why prior approval could not be obtained.

c. Local travel of this nature is chargeable to the same accounting classification as normal TDY and will be reimbursed at the rate prescribed in the JTR.

d. Requests which involve travel to or from an individual's residence will be approved only when justified in writing as being clearly advantageous to the government. Reimbursement will be for the total distance actually traveled when authorized to travel directly between the residence and alternate duty points.

e. Standard Form (SF) 1164 (Claim for Reimbursement for Expenditures on Official Business) will be utilized when submitting a claim for reimbursement of local expenses. IA(HQ) Form 11 is required by the RMO only and does not have to be included with the claim for reimbursement submitted to the FAO. The head of the staff element/commander or their authorized representative will:

(1) Review amounts being claimed by the travelers to determine if they are valid and IAW the travel previously authorized by the IA(HQ) Form 11.

(2) Approve SF 1164 after determination is made that the claim is valid, to include the correct accounting classification previously cited on IA(HQ) Form 11, or return the form with appropriate comments to the traveler when claim is determined to be invalid.

(3) Instruct individual to submit voucher to the RMO.

TRIP REPORT (USAFS Kunia Memo 1-1)	1. DATE:	4. THRU:
	2. OFC SYMBOL:	
	3. TELEPHONE:	5. TO:
6. FROM:	7. TRAVELER(S):	
8. PERIOD OF TDY:	9. PLACE(S) VISITED:	
10. PERSONS CONTACTED:	11. PURPOSE OF TDY:	
12. INFORMATION GAINED:		
13. BENEFITS TO USAFS KUNIA MISSION:		
14. SIGNATURE OR SENIOR TRAVELER:		
15. COMMENTS OF REVIEWER:		
16. COPIES FURNISHED:		

FM CDRUSAFDSTA KUNIA HI//(OFFICE SYMBOL)//

TO CDRINSCOM AHS VA//(AS REQUIRED)//

CLASSIFICATION

QQQQ

SUBJECT: PROPOSED TDY VISIT

1. NAME(S) OF TRAVELER(S), GRADE (GRADE EQUIVALENT IN CASE OF CONTRACTOR PERSONNEL), SSN, ASSIGNMENT.
2. PURPOSE OF TRIP. SUBJECT OF PRIMARY INTEREST.
3. PROPOSED ITINERARY.
4. SECURITY CLEARANCE.
5. REQUESTS FOR SPECIAL COORDINATION. COURTESY CALLS.
6. OTHER INFORMATION TO HELP ADDRESSEE ARRANGE THE VISIT SUCH AS MODE OF TRANSPORTATION, ESTIMATED TIME AND DATE OF ARRIVAL, BILLETING REQUIREMENTS, SPECIAL TRANSPORTATION OR SOCIAL FUNCTIONS.
7. REQUEST CONCURRENCE/COMMENTS.

NOTE: CLASSIFICATION, CITE SYMBOL AND SPECIAL HANDLING INSTRUX WILL BE INCLUDED AS REQUIRED.

Figure 6-2

6-11

REQUEST FOR TRAVEL IN AND AROUND PERMANENT DUTY STATION

AFBANKCOM MEMORANDUM 1-81

PART I

TO: (Head of Staff Element or Other Approver)		FROM: (Requesting Officer Division, Branch, etc.)		DATE
NAME(S) OF TRAVELER(S)	GRADE	DATE(S) OF TRAVEL	ESTIMATED ROUND TRIP MILEAGE	ESTIMATED COST

ITINERARY

PURPOSE

JUSTIFICATION

NECESSITY OF GOVERNMENT TRANSPORTATION SERVICES BY CMTO IN RESPECT OF TRIP ON _____ (DATE) _____ TRIP

TYPED NAME AND GRADE OF OFFICE MOTOR TRANSPORTATION OFFICER

SIGNATURE

PART II

TO: (Fund Certifying Officer)		FROM: (Staff Element Approving Travel)		DATE
<p>APPROVED</p> <p>DISAPPROVED</p>				
TYPED NAME AND GRADE OF APPROVING OFFICIAL		SIGNATURE		

PART III

TO: (Requester)		FROM: (Fund Certifying Officer)		DATE
<p>FUNDERS ARE ADVISED AND CHARGED TO THE TRAVELING FUND ETC.</p>				
TYPED NAME AND GRADE OF FUND CERTIFYING OFFICIAL		SIGNATURE		

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CHAPTER 7
Operations Management, Plans and Training

- (c) 7-1. General (S3). This chapter provides information concerning Plans and Training. The chapter delineates responsibilities and guidelines concerning releasing [REDACTED] Leadership Training, Language Training, Physical Fitness, Learning Resource Center, Kunia Education Subcenter, Conference Room scheduling, Army intelligence activities and alert notifications.
- (c) 7-2. Release [REDACTED] to Contractors and Consultants (S3). Several contractors work within Bldg 9, and many contractors and consultants are TDY at FS Kunia annually. There are strict controls on the release of both classified and unclassified material. Policy relating to operational information is contained in [REDACTED] and the S3 will review and approve release of information falling under [REDACTED]. The RMO is the reviewing official for procurement planning information or information which may impact on future procurements. The DOIM is the POC for release of information (either [REDACTED] or other regulations) relating to software maintenance support contracts.
- 7-3. Plans and Training (S3):
- a. Leadership Training Course (LTC). The LTC is designed to provide supervisors, E4(P) - E9, with the leadership skills they need to perform their duties as leaders and supervisors, and is part of the FS Kunia NCOBP. The following procedures will be followed:
 - (1) Attendees should be in the grade of E4(P) - E9. Selected SP4s/CPLs will be accepted on a space-available basis.
 - (2) Each soldier must submit a formal schools application (IAHK FL 2) through his/her chain of command.
 - (3) The consolidated and approved school applications will be forwarded to the LTC coordinator, Plans and Training by each battalion-level commander in accordance with each class announcement DF.
 - (4) Personnel selected must be released from the duty section for the entire class period.
 - (5) The class length is 80 hrs or two weeks; approximately one class each month.
 - (6) The class will be held in classroom M231 on the 2d floor of the Kunia tunnel facility, Bldg 9.

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c. FS Kunia Physical Training. Fitness training will meet the following criteria:

(1) PT sessions will be conducted IAW procedures established in FM 21-20.

(2) Soldiers will participate in either an organized or individual PT program.

(3) PT sessions will be preceded by adequate warm-up exercises and followed by sufficient cool-down exercises.

(4) Soldiers who, on the Army Physical Fitness Test (APFT), fail to meet Army physical fitness standards will participate in remedial PT IAW procedures set forth in AR 350-15 and FM 21-20.

(5) Individuals on the Weight Control Program will be required to attend special fitness program sessions IAW FM 21-20, Chapter 1, and AR 600-9, the Army Weight Control Program.

(6) Soldiers 40 years of age and older will not participate in PT unless medically screened IAW AR 350-15.

(7) Personnel who are granted temporary or permanent profiles will participate in PT IAW AR 350-15 and FM 21-20.

d. Learning Resource Center (LRC). The LRC is located on the 2d Floor, Bldg 9, down from Conference Room 3. It is a state-of-the-art video and audio system which is automatically controlled by the proctor to assist and monitor student progress. There are ten stations, each containing a color monitor with audio capability. The LRC is open Monday thru Friday 0730-1600 and on weekends and holidays on an appointment basis only. Scheduling for the use of the LRC can be done by contacting Plans and Training (S3). Material presently available:

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(2) Video Cassette Films: Psychology of Winning, New Age Thinking, Time Management, Stress Management, and Problem Solving.

e. Kunia Education Subcenter. The purpose of the Education Subcenter is to provide educational and training opportunities to military personnel assigned or attached to units performing duty at Field Station Kunia and the surrounding environment.

(1) Staffing: Director/guidance counselor, guidance counselor, military clerk, test examiner, and teacher aide in the evenings during college semesters.

(2) Services Provided: Education record maintenance, tuition assistance, Army and civilian (college) correspondence courses, educational counseling, civilian college and other testing (CLEP, SAT, ACT, DANTES SST, achievement testing, etc.), college classes, reference materials. College advisors from various schools/universities are available on scheduled dates. Military personnel testing at Kunia is pending approval. VA approvals and certification on request.

(3) Hours of Operation: 0730-1600, Monday thru Friday. Some educational services are available from 1600-1745 when college classes are being held in the tunnel.

(4) Inprocessing/Clearance. Education records (DA Form 669) of all Army personnel assigned/attached to FS Kunia will be maintained at the Education Subcenter Kunia. Inprocessing is required for all officers and enlisted personnel. All education services will be through the Bldg 9 educational facility. Outprocessing will also be accomplished through this subcenter.

(5) Army Education-Sponsored Training. The Education Subcenter Kunia will assist in providing DA-mandated language training, Advanced Skills Education Program (ASEP) quotas, Basic Skills Education Program (BSEP) quotas, Unit Learning Center (ULC) personnel and resources, utilizing Army education funds, as available. FS Kunia will provide input in a timely manner to permit the letting of contracts for those education and training requirements IAW Department of Defense (DoD) policy and regulations.

(6) General. The Education Subcenter Kunia is mandated to provide all educational services to members of any of the armed services assigned/attached/resident at FS Kunia IAW agreements between the services and FS Kunia. At the present time, tuition assistance (TA) funds are not available through this Subcenter for Navy, Marine Corps or Air Force personnel.

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f. Conference Room Scheduling:

(1) The following steps will be taken in order to reserve conference rooms 3, 4, and 5:

(a) The individual reserving the conference room will go to room M219 to coordinate the reservation.

(b) This office will not set any priorities in the reservations of the conference rooms. Except for service element command/staff meetings all reservations are on a first-come basis.

(2) The protocol NCO controls scheduling for Conference Room 1.

g. AR 381-10, U.S. Army Intelligence Activities. Under procedure 14, AR 381-10, INSCOM Commanders must familiarize their personnel with the provisions of Executive Order 12333, AR 381-10, and any subsequent instructions supplementing the Executive Order. All incoming soldiers will be given AR 381-10 training within 60 days of arrival. The S3 will provide units adequate training materials for initial and refresher training. Unit commanders will train soldiers on:

(1) Procedures 1 - 4 of AR 381-10.

(2) A summary of other procedures under AR 381-10 which pertain to collection techniques which may be employed.

(3) Reporting responsibility under Procedure 15 of the regulation.

h. Alert Notifications/Recall Exercises. The S3 is responsible for alert notifications and will exercise recalls twice a year composed of: one station-wide recall, and one recall by the battalions. Unit/staff sections are responsible for maintaining alert and current recall rosters.

CHAPTER 8
Supply

8-1. General (S4). This chapter provides information pertaining to supply procedures (S4).

8-2. Property Accountability (S4):

a. IAW Army regulations each item of government property is to be properly used and accounted for. Hand receipt holders are responsible for proper use and accountability of the property for which they are signed. Wearout or breakage, whether through natural causes or through misuse/loss must be reported to the Property Book Officer (PBO) promptly.

b. While the hand receipt holder is responsible for proper use and accountability, anyone using government property is responsible for its care and safekeeping. Should a person damage or lose a piece of government property, they are required by regulation to report the situation to their supervisor and the appropriate hand receipt holder as soon as practical. The supervisor and the hand receipt holder should determine the circumstances causing the damage or loss and report them to the PBO immediately.

c. Army adjustment procedures (outlined in AR 735-11). When property is lost, damaged or destroyed, adjustment procedures must be accomplished to relieve the hand receipt holder from accountability or responsibility. The finalization of an adjustment action provides the PBO with documentation required to drop lost or destroyed property from the property books. This must be accomplished before a replacement can be requisitioned. Prompt reporting is mandatory. The primary means of obtaining relief from responsibility for property are explained below:

(1) Cash Collection Voucher (DD Form 1131). The DD Form 1131 is prepared by the PBO section to collect for losses when the person responsible for loss, damage or destruction admits his/her liability. The hand receipt holder and appropriate supervisor are responsible for reporting the situation to the PBO. There are exceptions; that is, some types of loss, damage, or destruction automatically require a report of survey (para c(3) below).

(2) Statement of Charges (DD Form 362). The DD Form 362 will be prepared by the PBO section at the request of appropriate supervisors and/or hand receipt holders who request such action. The DD Form 362 is used when an individual is reported to have caused loss, damage or destruction through his/her own fault or neglect. The guilty party must agree to this action. Again, there are some circumstances under which a report of survey action is required.

(3) Report of Survey (DA Form 4697). When the above means of securing relief from accountability are not authorized, or when blame cannot be clearly fixed, a Report of Survey (RS) is initiated. The hand receipt holder is responsible for initiating the RS promptly when above procedures are not used and/or when required by regulation. When it becomes apparent that an RS is required, the hand receipt holder will be referred to the S4 by the PBO. Some situations requiring RS are listed below:

(a) Loss of weapons, ammunition and/or other sensitive items.

(b) When a person admits liability and the loss, damage or destruction exceeds the person's monthly basic pay. When the RS is required, it must be initiated and processed immediately. This is done so that persons involved and witnesses are available, and the facts are fresh in their minds. To be effective, the RS system requires promptness. Under normal circumstances, an RS should be processed through Army channels within 75 calendar days. The person responsible for the property should check the facts and prepare the Report of Survey (DA Form 4697) by the 5th day; although, he has 15 calendar days maximum time to complete his part of the process. The appointing authority and surveying officer have 70 calendar days to review the RS personally and process at their level.

d. Should any questions arise regarding accountability of property, or procedures for RS, contact the PBO or the S4 for assistance.

8-3. Delivery of Supplies and Cleanup of Turnaround Area (S4):

a. Hand receipt holders will be notified by the PBO that requisitioned equipment has been received. The hand receipt holder and the PBO will arrange for a delivery date for the equipment to be issued. The hand receipt holders will have 24-hours after delivery to remove their equipment from the turnaround area. Should the equipment remain in the turnaround area longer than 24-hours, the S4 will contact the hand receipt holder as a reminder for them to remove the equipment. If the equipment continues to remain in the turnaround area after the S4 has contacted the hand receipt holder and a second 24-hour period has elapsed, the equipment will be reissued against other outstanding requisitions to another hand receipt holder or returned to stockage at the warehouse.

b. Turn-ins will not be delivered to the turnaround area by hand receipt holders until the day of pick up arranged in advance by the hand receipt holder with the PBO.

c. Hand receipt holders will be responsible for removing all cardboard cartons, trash and binding materials associated with any equipment delivered to them. Wooden crating materials will be removed by Transportation, but it

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will be the responsibility of the hand receipt holder to place the packing material, broken wood, etc., into the wooden container. Hand receipt holders who fail to comply with the above will be contacted to furnish detail personnel to perform police call functions when the deficiency is noted.

d. Hand receipt holders requisitioning expendable supplies are responsible for the receipt, removal, and the neat storage of these items. The turnaround area is not a permanent storage facility for this material and such items will be moved expeditiously into Bldg 9. Hand receipt holders will also be responsible for removal of expendable supply containers such as boxes, bags, etc.

e. Any exceptions to this policy will be coordinated through the S4 office.

8-4. Dining Facility Hours of Operation (S4):

a. The Kunia Dining Facility hours of operation are as follows:

<u>Bldg 9</u>	<u>A Quad</u>
Breakfast: 0600-0715	* 0630-0800 (Mon-Fri)
Lunch: 1100-1245	1130-1300
Dinner: 1745-1930	1630-1800
Mids Meal: 0100-0245	None

* A Quad breakfast meal hours on Saturday and Sunday will be 0700-0830.

b. Civilians are authorized to eat only one meal per day in the dining facility at the surcharge rate.

c. All TDY visitors will pay the surcharge. TDY visitors on per diem will pay the per diem rate.

CHAPTER 9
Communications

9-1. General (ISC). This chapter provides information pertaining to requests for and use of telecommunication systems and services.

9-2. Responsibilities (ISC):

a. The CE Officer/Commander, United States Army Information Systems Command (USAISC) Det INSCOM Kunia provides, operates, and maintains telecommunications systems and terminals to satisfy validated information needs.

b. Commanders and chiefs of staff sections will:

(1) Submit requests for telecommunications services.

(2) Control and document commercial long distance (toll) use.

(3) Appoint in writing a unit/section Telephone Control Officer (TCO) (SSG or above) and forward copy to ISC.

9-3. Telephone Service (ISC):

a. Requests for telephone service, to include activations, changes, and removals, will be submitted to Cdr, ISC Det Kunia, ATTN: Telephone Officer. Requests apply to secure and nonsecure telephone service within the field station and nonsecure service required for official business outside of Bldg 9.

b. Requests will be submitted by the unit/section TCO on DA Form 3938 (Local Service Request). A sketch of the floor plan involved indicating telephone instrument location(s) must be attached to each request. Requests for changes to telephone service within Bldg 9 must be submitted at least 30 days prior to the desired activation date. Requests for changes to service outside of Bldg 9 must be submitted 45 days prior to the desired activation date.

c. Detailed instructions for completing DA Form 3938 are included in Field Station Kunia's Telephone Directory distributed by and available at ISC Det.

d. Commercial long distance (toll) calls will be controlled as follows:

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(1) TCOs will insure each official long distance commercial toll call is recorded on DA Form 360 (Report of Authorized Official Toll Telephone Calls). The form will be maintained monthly, reflecting all calls made from the first day of the month through the last day.

(2) TCOs will be provided a copy of their unit's/section's portion of the commercial telephone bill monthly and using the DA Form 360 identify any unofficial/unauthorized toll calls charged to their unit/section. If there are no unofficial/unauthorized calls, the TCO will certify that all billed calls were official and forward the statement to ISC Kunia. For each unofficial toll call, the TCO will determine the liable individual and collect the amount of the call PLUS \$7 for each unofficial/unauthorized call. Money orders to pay for unofficial/unauthorized calls will be made payable to USASCH Finance and Accounting Office.

(3) These control procedures apply to all calls dialed by the user or through military operators using control numbers issued by the ISC Kunia Technical Control section.

e. Units/staffs requiring commercial long distance access who do not have a direct dial capability, will obtain a control number from Technical Control. Control numbers will only be issued for those calls which fall into one of the following two categories:

(1) The location of the agency being called is not accessible through the AUTOVON system (directly or off-net).

(2) The subject matter requires urgent communications AND AUTOVON access is not available in a timely manner.

f. Users will report inoperative telephone instruments within Bldg 9 to the ISC Kunia Telephone Section. For instruments that are inoperative due to obvious or suspected abuse or mistreatment, an investigation will be conducted by the responsible TCO and a written report submitted to the Telephone Section.

g. Telephone repair for instruments located outside of Bldg 9 is accomplished by Hawaiian Telephone Company (611).

h. Shoulder cradles WILL NOT be installed on nonsecure telephone handsets within Bldg 9.

i. AUTOVON Service. There are no direct dial, common user AUTOVON circuits available within the field station. Personnel requiring access to the AUTOVON system will book/place calls through the Pearl Harbor operator, 422-0531. AUTOVON service is the primary means to be used by Field Station personnel for long distance communications requirements.

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9-4. Message Preparation (ISC). For preparation of electrical messages refer to the USAISC Detachment Kunia Message Preparation Guide.

9-5. Pagers (ISC). A limited number of pagers for electrical signalling are available from the ISC Detachment Kunia. Requests for pagers should be forwarded to the CE Officer on a disposition form.

CHAPTER 10
Information Management

10-1. General (DOIM). This chapter provides information regarding the policies and procedures which fall within the purview of the Directorate of Information Management (DOIM).

10-2. Automated Data Processing (ADP) Support Requests (DOIM): Requests for all ADP support will be submitted through the DOIM (IAHK-IM-SE).

10-3. ADP Security (DOIM): The Information Services Division (ISD) of the DOIM is responsible for ADP security matters including the Automated Data Processing Systems Security Officer (ADPSSO) function. All ADP magnetic media (floppy disks, hard disks, magnetic tapes, etc.) leaving the SCIF must be cleared and certified through the ADPSSO. The ADPSSO is located in the ISD.

10-4. Fraud, Waste, and Abuse (DOIM). Fraud, waste, or abuse of any ADP system or equipment will be reported immediately to the DOIM. Following are examples constituting fraud in automation:

a. Loading of any software on any computer requiring licensing without the license.

b. Loading personal information on government-owned computers not pertaining to government use.

c. Using the automation system for anything other than for official government business.

d. Making commitments for software or hardware maintenance without the proper authorization.

10-5. Problem Reporting and Assistance Requests (DOIM). There are two ADP problem reporting centers in DOIM. The Professional Computer Information Center (PCIC) problem reporting center is for the office automation systems. The other problem reporting center is located in the System Operations Division (SOD) for support of all other ADP problem reporting.

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CHAPTER 11 Configuration Management

11-1. General (CMO). CMO is a dynamic process whereby improvements to the operational portion of the field station or the electronic systems that make it up can be suggested, coordinated, and implemented. Ideas are solicited from all personnel and the details for submission and processing can be found in FS Kunia Reg 5-3. The CM office is also the repository for technical documentation concerning the station and its systems, which is of great use to management, maintenance, and operations. The CM office is located in Room E207, Bldg 9.

APPENDIX A
Reference Publications

ARMY REGULATIONS (AR)

- 1-211..... Attendance of Military and/or Civilian Personnel at Private Organization Meetings
- 37-106..... Finance and Accounting for Installations: Travel and Transportation Allowances
- 190-5..... Motor vehicle traffic supervision (OPNAVINST 11200.5B AFR 125.14 MCO 5110 1B)
- 190-13..... The Army Physical Security Program
- 190-31..... Department of the Army Crime Prevention Program
- 210-10..... Administration
- 310-1..... Publications, Blank Forms, and Printing Management
- 310-2..... Identification and Distribution of DA Publications and Issue of Agency and Command Administrative Publications
- 310-3..... Preparation, Coordination, and Approval of Department of the Army Publications
- 310-10..... Military Orders (Reprinted w/Basic Inc C1-7)
- 340-15..... Preparing and Managing Correspondence
- 340-17..... Release of Information and Records From Army Files
- 350-15..... Army Physical Fitness Program
- 360-5..... Public Information
- 360-81..... Command Information Program
- 380-5..... Department of the Army Information Security Program
- 380-35..... (S) Department of the Army Communications Intelligence Security Regulation
- 380-38..... Department of the Army Privacy Communications System
- 380-380..... Automated Security
- 381-10..... US Army Intelligence Activities
- 600-9..... The Army Weight Control Program
- 600-15..... Indebtedness of Military Personnel
- 600-20..... Army Command Policy and Procedures
- 600-50..... Standards of Conduct for Department of the Army Personnel
- 600-85..... Alcohol and Drug Abuse Prevention and Control Program
- 600-290..... Passports and Visas
- 604-5..... Personnel Security Program
- 623-105..... Officer Evaluation Reporting System
- 623-205..... Enlisted Evaluation Reporting System
- 630-5..... Leave and Passes
- 670-1..... Wear and Appearance of Army Uniforms and Insignia
- 672-5-1..... Illustrations of Awards
- 672-20..... Incentive Awards
- 735-11..... Accounting for Lost Damaged, and Destroyed Property

INSCOM REGULATIONS

1-2..... Visits by Distinguished Persons
350-3..... INSCOM Command Language Program
600-4..... Temporary Duty and Travel Incident Thereto

KUNIA REGULATIONS

1-1..... Vehicle Operating and Parking
420-1..... Building Cleanup and Area Police
380-5..... Information Security Program (to be published)

MISCELLANEOUS PUBLICATIONS

AFR 125-14, Motor Vehicle Traffic Supervision
DA Pam 310-20, Administrative Publications: Action Officers Guide
FM 21-20, Physical Readiness Training
INSCOM Memo 380-5, Headquarters Security Procedures
INSCOM Suppl 1 to AR 672-5-1, Military Awards
Joint Travel Regulation (JTR)
Kunia Pam 600-1, People Management Pamphlet
MCO 5110-1B, Marine Corp Order on Traffic
NAVY OPNAVINST 11200-5B, Traffic Law Instruction
TB 380-35,(C) Security, Use, and Dissemination of Sensitive Compartmented Information
Uniform Code of Military Justice (UCMJ)

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**APPENDIX B
Reference Forms**

DA 2-1	Personnel Qualification Record - Part II
DA 17	Requisition for Publications and Blank Forms
DA 31	Leave Authorization
DA 366	Report of Authorized Official Toll Telephone Calls
DA 638	Recommendation of Award
DA 647	Personnel Register
DA 647-1	Personnel Register
DA 669	Educational Development Record
DA 1167	Request for Approval of Form
DA 1818	Individual Property Pass
DA 2496	Disposition Form (DF)
DA 3938	Local Service Request
DA 4569	ISAAGPC Requisition Code Sheet
DA 4697	Report of Survey
DD 173	Joint Message Form
DD 362	Statement of Charges
DD 843	Requisition for Printing and Binding Service
DD 1131	Cash Collection Voucher
DD 1351	Travel Voucher
DD 1351-2	Travel Voucher or Subvoucher
DD 1351-3	Statement of Actual Expenses
DD 1408	Armed Forces Traffic Ticket
DD 1610	Request and Authorization for TDY Travel of DoD Personnel
DD 2266	Information for Hometown News Release
MWA 14-R	Clearance Passing Slip
IA(HQ) 11	Request for Travel In and Around Permanent Duty Station
IA 105	Awards Administration Report
IAHK 56	Security Area Visitor Register
IAHK 89	Trip Report
IAHK FL 2	Formal Schools Application

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SF 52

SF 1164

Request for Personnel Action
Claim for Reimbursement for
Expenditures on Official Business

GLOSSARY
Acronyms/Abbreviations

AAM.....	Army Achievement Medal
ACES.....	Army Continuing Education System
ACT.....	American College Test
ADAPCP.....	Alcohol and Drug Abuse Prevention and Control Program
ADP.....	Automated Data Processing
ADPSSO.....	Automated Data Processing Systems Security Officer
AFB.....	Air Force Base
AFR.....	Air Force Regulation
AIG.....	Acting Inspector General
APFT.....	Army Physical Fitness Test
AR.....	Army Regulation
ARCOM.....	Army Commendation Medal
ARFCOS.....	Armed Forces Courier Service
ASB.....	Administrative Services Branch
ASEP.....	Advanced Skills Education Program
AUTOVON.....	automatic voice network
AVC.....	Audiovisual Center
A&R.....	Athletics and Recreation
BAC.....	Blood - Alcohol Content
BDU.....	battle dress uniform
BEAR.....	Bonus Extension and Retraining
Bldg.....	building
Bn.....	battalion
BSEP.....	Basic Skills Education Program
CAR.....	Computer Assisted Retrieval
c/c.....	courtesy call
Cdr.....	commander
CE.....	communications - electronics
CLEP.....	College Level Examination Program
CMO.....	Configuration Management Office
Co.....	company
COL.....	colonel
COM.....	Computer Output Microfiche
CONUS.....	Continental United States
CPL.....	corporal
CPO.....	Civilian Personnel Office
CPOH.....	Civilian Personnel Office Hawaii
CQ.....	charge of quarters
CSM.....	Command Sergeant Major

DA..... Department of the Army
 DAC..... Department of the Army Certificate
 DANTES SST.. Defense Activity for Non-Traditional Education Support
 Subject Standardized Test
 DCdr..... Deputy Commander
 DDCC..... Distribution and Document Control Center
 DEROS..... date eligible for return from overseas
 Det..... Detachment
 DF..... disposition form
 DOB..... date of birth
 DoD..... Department of Defense
 DOIM..... Directorate of Information Management
 DSAR..... Defense Supply Agency regulation
 DUI..... driving under the influence

 EEFI..... Essential Elements of Friendly Information
 EEO..... Equal Employment Opportunity
 EER..... Enlisted Evaluation Report
 e.g..... for example

 FAO..... Finance and Accounting Office
 FM..... field manual
 FOIA..... Freedom of Information Act
 FS..... field station
 FST..... foreign service tour
 FTS..... Federal telecommunication service

 HQ..... headquarters
 HR/EO..... Human Relation/Equal Opportunity
 HTNR..... Hometown News Release

 IAW..... in accordance with
 IM..... Information Management
 IMA..... Individual Mobilization Augmentee
 INSCOM..... Intelligence and Security Command
 ISC..... Information Systems Command
 ITIC-PAC.... Intelligence and Security Command
 Theater Intelligence Center - Pacific
 i.e..... that is

 JTR..... Joint Travel Regulation

 LRC..... Learning Resource Center
 LTC..... Leadership Training Course

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MAC..... military airlift command
MAX..... maximum
MCO..... Marine Corp Order
MFR..... memorandum for record
MI..... military intelligence
MILPO..... military personnel office(s)
MMO..... micrographics management officer
MOS..... military occupational specialty
MP..... military police

NCO..... noncommissioned officer
NCODP..... Noncommissioned Officer Development Program
NLT..... not later than

OCNUS..... outside continental United States
OER..... Officer Evaluation Report
OMA..... Operations and Maintenance, Army
OPMF..... official military personnel file
OPNAVINST... Operations Navy Instruction
Ops..... operations
OPSEC..... operations security
ORB..... Officer Record Brief

Pam..... pamphlet
P&T..... Plans and Training
P/RCO..... Printing/Reproduction Control Officer
PAC..... Personnel and Administration Center
PAO..... Public Affairs Office
PBO..... Property Book Office
PCCF..... Personnel Central Clearance Facility
PCIC..... Professional Computer Information Center
PCS..... permanent change of station
PMO..... Provost Marshal Office
POC..... point of contact
POV..... privately owned vehicle
PT..... physical training
PVT..... Private

RAC..... rent a car
Reg..... regulation
RFO..... request for orders
RMO..... Resource Management Office
RS..... Report of Survey

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S1..... Adjutant (U.S. Army)
S2..... Intelligence Officer (U.S. Army)
S3..... Operations and Training Officer (U.S. Army)
S4..... Supply Officer (U.S. Army)
SAT..... Scholastic Aptitude Test
SB..... Schofield Barracks
SBI..... special background investigation
SCI..... special compartmented information
SCIF..... Sensitive Compartmented Information Facility
SDO..... staff duty officer
SF..... standard form
SFC..... Sergeant First Class
SGM..... Sergeant Major
SGT..... Sergeant
[REDACTED]
SOD..... Systems Operation Division
SOP..... standing operating procedure
SP4..... Specialist Four
SSG..... Staff Sergeant
SSO..... Safety/Security Officer

TA..... tuition assistance
TB..... technical bulletin
TCO..... telephone control officer
TDA..... tables of distribution and allowances
TDY..... temporary duty
T-I-S..... transfer-in-status
TM..... technical manual

UCMJ..... Uniform Code of Military Justice
ULC..... unit learning center
USAFS..... United States Army Field Station
USAINSCOM... United States Army Intelligence and Security Command
[REDACTED]

(c)

VA..... Veterans Administration
VIP..... very important person

WATS..... wide area telecommunication service

XO..... Executive Officer

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